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## 1. Introduction

The purpose of this document is to serve as a reference guide on how the approved Central Supplier Database (hereafter CSD) primary and secondary users in the Supply Chain Management (SCM) division of an Organ of State to search for potential suppliers.

Recommended browsers include:

- Chrome from version 40
- Firefox from version 36
- Internet Explorer from version 11
- Opera from version 26
- Safari from version 7

Captcha Service: Note the Captcha service is used to prevent irrelevant or unsolicited messages sent over the Internet.


## 2. Access to the CSD

Organs of state will be required to have access to the internet.

The [www.csd.gov.za](http://www.csd.gov.za) URL needs to be entered in the user's web browser to access the CSD

## 3. Typographical conventions and icons

The typographical conventions used in this document are illustrated in the table below:

Convention / Icon	Object or term	Example
<b>Bold</b>	Button, link, message wordings or tab on screen or toolbar	Click on <b>Log in</b>
 Note	Look out for important information.	A password must contain a minimum of 8 characters and include a capital letter, a lower case letter, a number and a special character

## CSD Search Functionality Onboarding Approach

The CSD search functionality onboarding approach outlines the process from when the organs of state obtain primary user access to where they can search for verified suppliers on the CSD.

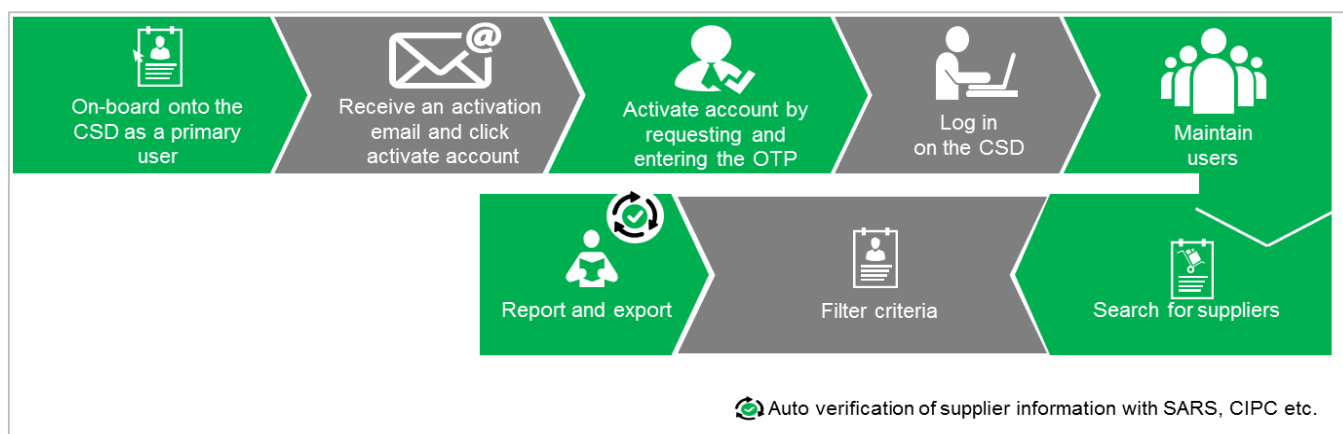



Figure 1 – CSD Search Functionality On-boarding Approach

#### 4. On-board onto the CSD as a primary user

The following section describes the primary user on-boarding process in more detail. Organs of state are required to complete the on-boarding process in order to obtain access to the supplier search function. Obtaining primary user access involves the following steps:


##### Actions:

1. Request organ of state **primary user application** form from [business.support@csd.gov.za](mailto:business.support@csd.gov.za).  
 (Only one person can be identified as the primary user per organ of state)
2. OCPO office confirms and **approves** the requestor
3. **Business support** returns the primary user application form to the requestor
4. The organ of state completes form and obtains Accounting Officer's approval, the completed form is submitted to [business.support@csd.gov.za](mailto:business.support@csd.gov.za)
5. CSD support creates the **primary user**

#### 5. Activate account

Once the primary user has been created the account must now be activated. This is done by means of confirming that the e-mail and cellphone details provided are indeed accurate and linked to an individual.


##### Actions:

1. Open the CSD activation e-mail and click on the **Activate Account** link
2. Click on **Request OTP**  
 A One Time Pin (OTP) is sent as an SMS to the cellphone number provided in the primary user access form
3. Enter the OTP in the Account Activation screen
4. Click on the **Submit** button



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

**NOTIFICATION**

**CENTRAL SUPPLIER  
DATABASE**  
FOR GOVERNMENT


Dear \_\_\_\_\_

**You have been registered on the CSD system.**  
Please click the link below to activate your account.

[Activate Account](#)

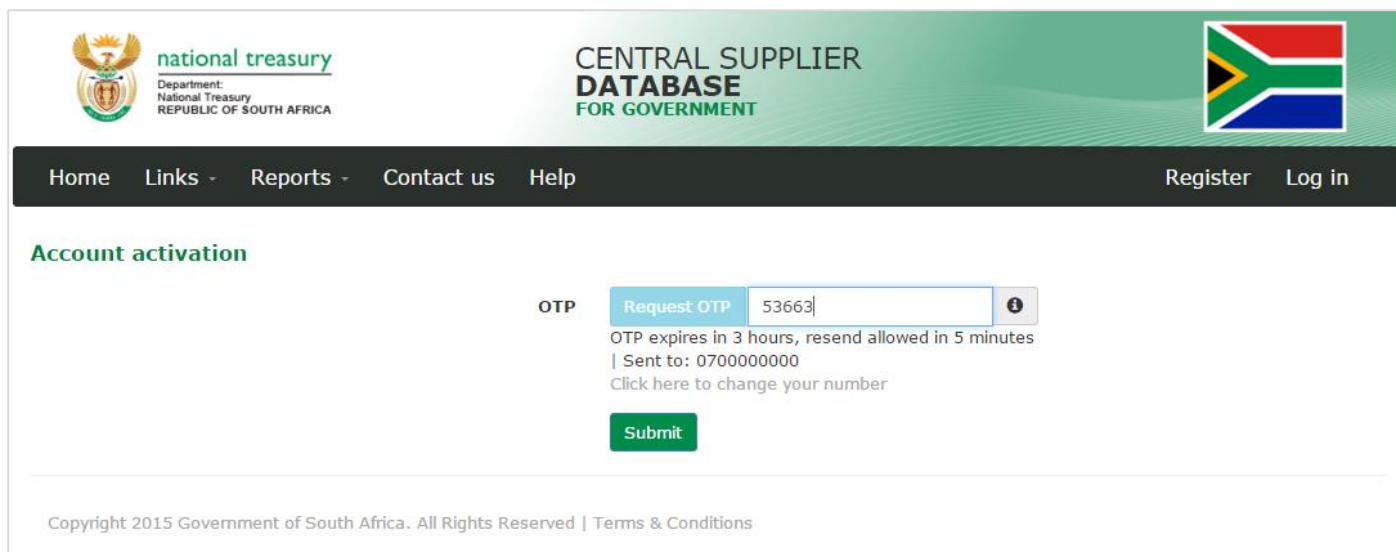
Please copy and paste the url below to your internet browser if the above link does not work.  
<https://test.csd.gov.za/Account/ActivateAccount?U=2a152bf4-45e8-46f7-a270-a6e0ecb7df30&T=30469b00-b0ab-45d3-b337-528a6a6c20ae>

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: **Password26506**

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

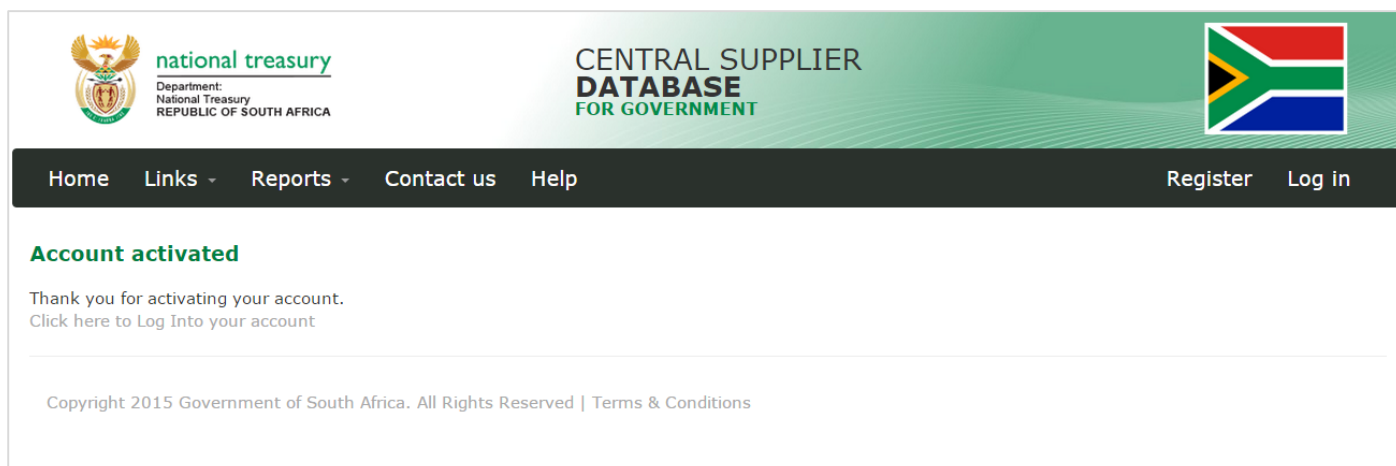
**FOR MORE INFORMATION:**  
Central Supplier Database Contact Centre  
eMail: [CSD@treasury.gov.za](mailto:CSD@treasury.gov.za)

Figure 2 – Account activation email



The screenshot shows the 'Account activation' page of the Central Supplier Database for Government. The header includes the National Treasury logo and the South African flag. A navigation bar contains links for Home, Links, Reports, Contact us, and Help, along with Register and Log in buttons. The main content area is titled 'Account activation' and features an OTP (One-Time Password) request form. The form has a 'Request OTP' button, a text input field containing '53663', and an information icon. Below the input field, it states 'OTP expires in 3 hours, resend allowed in 5 minutes' and 'Sent to: 0700000000'. A link 'Click here to change your number' is provided. A green 'Submit' button is at the bottom. The footer contains the copyright notice: 'Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions'.

Figure 3 – Account activation screen



The screenshot shows the 'Account activated' message page. The header and navigation bar are identical to Figure 3. The main content area is titled 'Account activated' and contains the text: 'Thank you for activating your account. Click here to Log Into your account'. The footer contains the same copyright notice: 'Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions'.

Figure 4 – Account activation message

## 5.1. Log-in


Once the organ of state user has successfully activated their primary user account, the organ of state user can then log in on the CSD.


### Actions:

1. Click on **Log in** on Home page
2. Enter registered e-mail address
3. Enter the temporary password
4. Click on **Log in** button
5. Click **I accept** on the terms and conditions
6. **Reset** the temporary password




**Actions:**

-  A password must contain a minimum of 8 characters and include a capital letter, a lower case letter, a number and a special character
7. Select and answer **three security questions**
  8. Click on **Reset**
    - User will be navigated to the CSD Home page



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Home Links Reports Contact us Help Register Log in

**Log in**

Emailjoeblog432@gmail.com



Password.....

Captcha



Type the characters above into the field below

pz68D

☒ I accept the Terms and Conditions as published on 2015-08-20 17:11:47

**Log in**

Forgot password | Register as a new user |  
Resend account activation email | Change  
incorrect email address

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**Figure 5 – Log In**



### Password expired and must be changed

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

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Figure 6 – Password reset and security questions



### Welcome, Primary OOS

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.

My account  
Manage Organ of State Users  
Log off

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Figure 7 – CSD landing page




## 5.2. Edit account details

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


### Actions:

1. Click on **Account** on the Landing page
  - The information of the user that is logged in will be displayed
2. Edit any of the fields
3. Click on **Submit**
  - A message will display saying *Account details updated successfully*



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Home Search Links - Reports - Contact us Help - Account -

### My Account Detail

Click here to get more info on this section

Name (s)	Joe	?
Surname	Blog	
Cellphone number	0728932322	
Email	temp121@mailinator.com	
Identification type	Foreign Identification Number	▼
Foreign identification number	FN1234	
Work permit number	FN1123	?
Security question 1	What was the name of your ele...	▼
Security question 1 answer	Lee Rand	
Security question 2	In what town or city was your f...	▼
Security question 2 answer	Pretoria	
Security question 3	What is your mother's maiden n...	▼
Security question 3 answer	Maroga	

Submit

Change Password

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Figure 8 – My Account detail

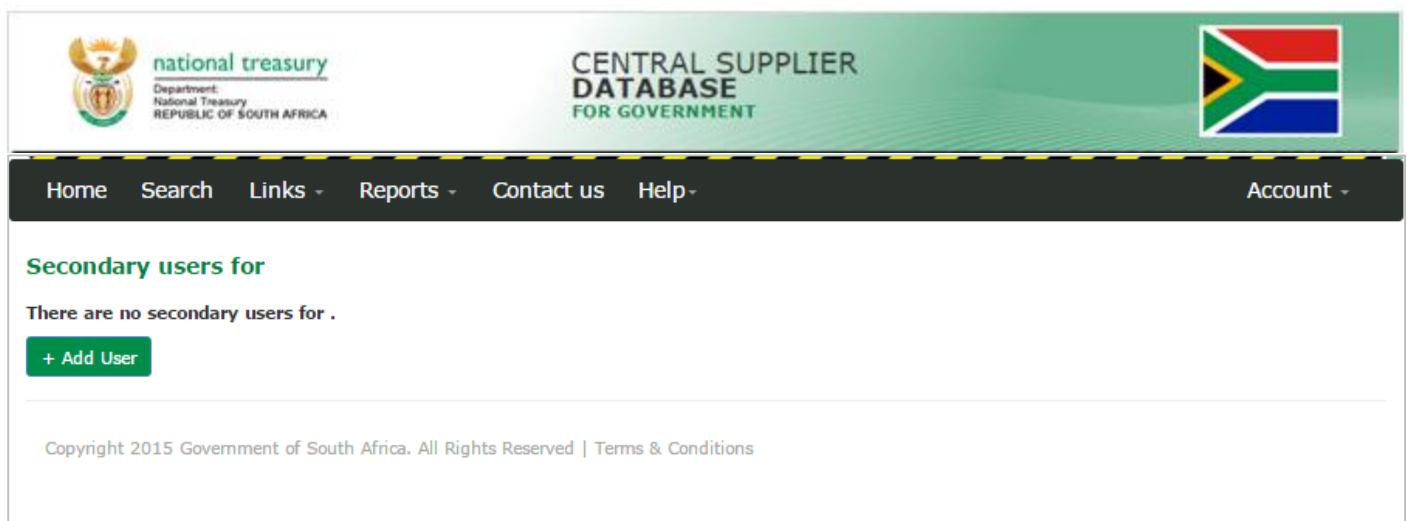


## 6. Maintain organ of state users

An organ of state primary user can add and maintain organ of state secondary users. Only the primary user has the functionality to create secondary users. To create secondary users follow these steps:

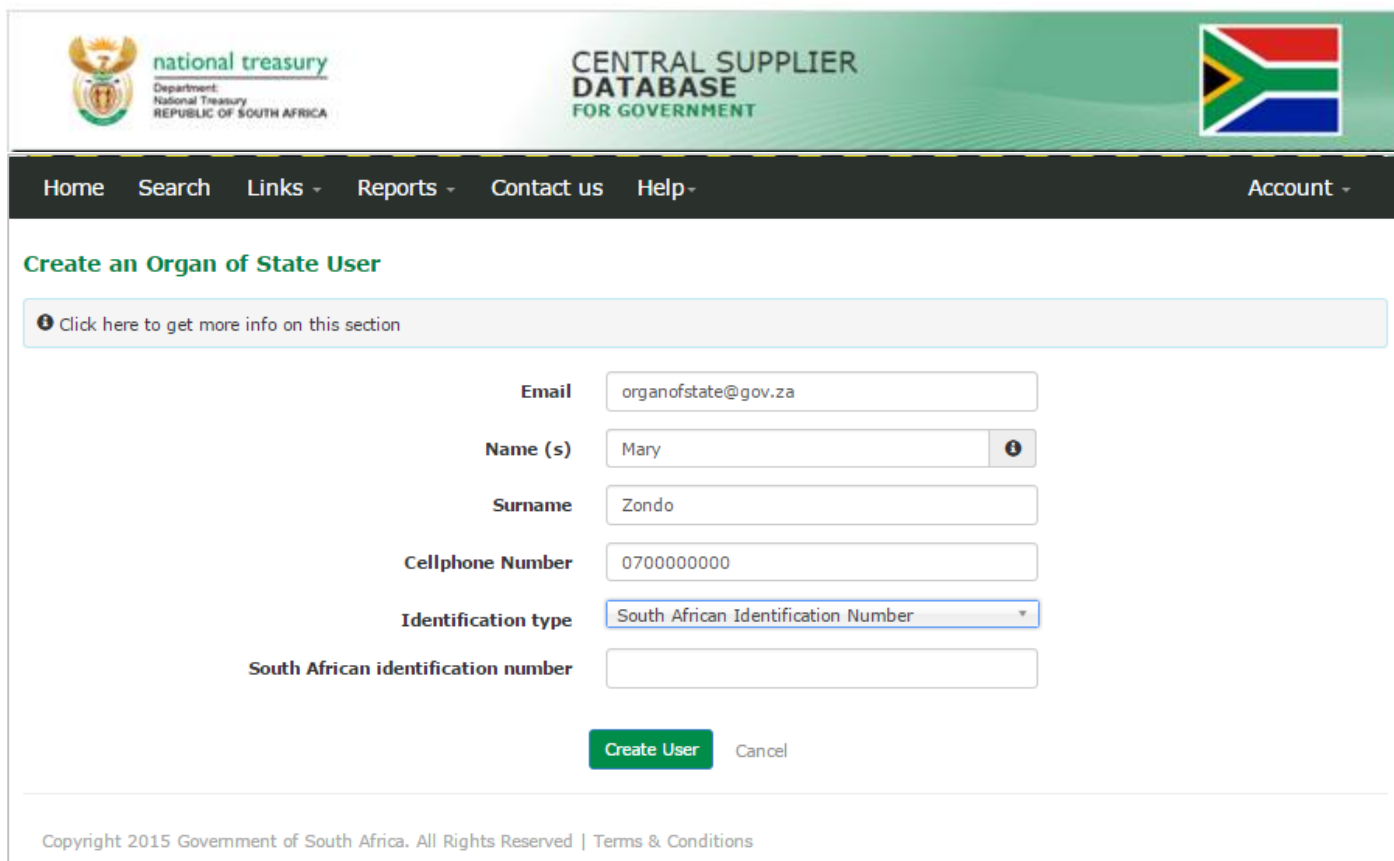
Actions:

1. Click on **Account** and on **Manage Organ of State Users**
2. Click on **Add User**
3. Enter the details of the secondary organ of state user on the Create an organ of state user page
4. Click **Create User**
5. The secondary Organ of state user obtains activate account email to activate their account



The screenshot shows the top header of the Central Supplier Database for Government. It includes the National Treasury logo, the text 'national treasury Department: National Treasury REPUBLIC OF SOUTH AFRICA', the 'CENTRAL SUPPLIER DATABASE FOR GOVERNMENT' logo, and the South African flag. Below the header is a navigation bar with links: Home, Search, Links, Reports, Contact us, Help, and Account. The main content area is titled 'Secondary users for' and displays the message 'There are no secondary users for .'. Below this message is a green button labeled '+ Add User'. At the bottom of the page, there is a copyright notice: 'Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions'.

Figure 9 – Secondary user list



The screenshot shows the 'Create an Organ of State User' form. At the top, there are logos for the National Treasury and the Central Supplier Database for Government, along with the South African flag. A navigation bar includes links for Home, Search, Links, Reports, Contact us, Help, and Account. The form title is 'Create an Organ of State User'. Below the title is a link: 'Click here to get more info on this section'. The form fields are: Email (organofstate@gov.za), Name (s) (Mary), Surname (Zondo), Cellphone Number (0700000000), Identification type (South African Identification Number), and South African identification number. There are 'Create User' and 'Cancel' buttons at the bottom. A copyright notice at the bottom reads: 'Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions'.

Figure 10 – Add secondary user

## 7. Search for suppliers

This section allows the approved CSD primary and secondary users in the Supply Chain Management (SCM) division of an organ of state to search for potential suppliers. The supplier search is driven by four elements – the supplier commodity, delivery location, tax compliant indicator and local address indicator.

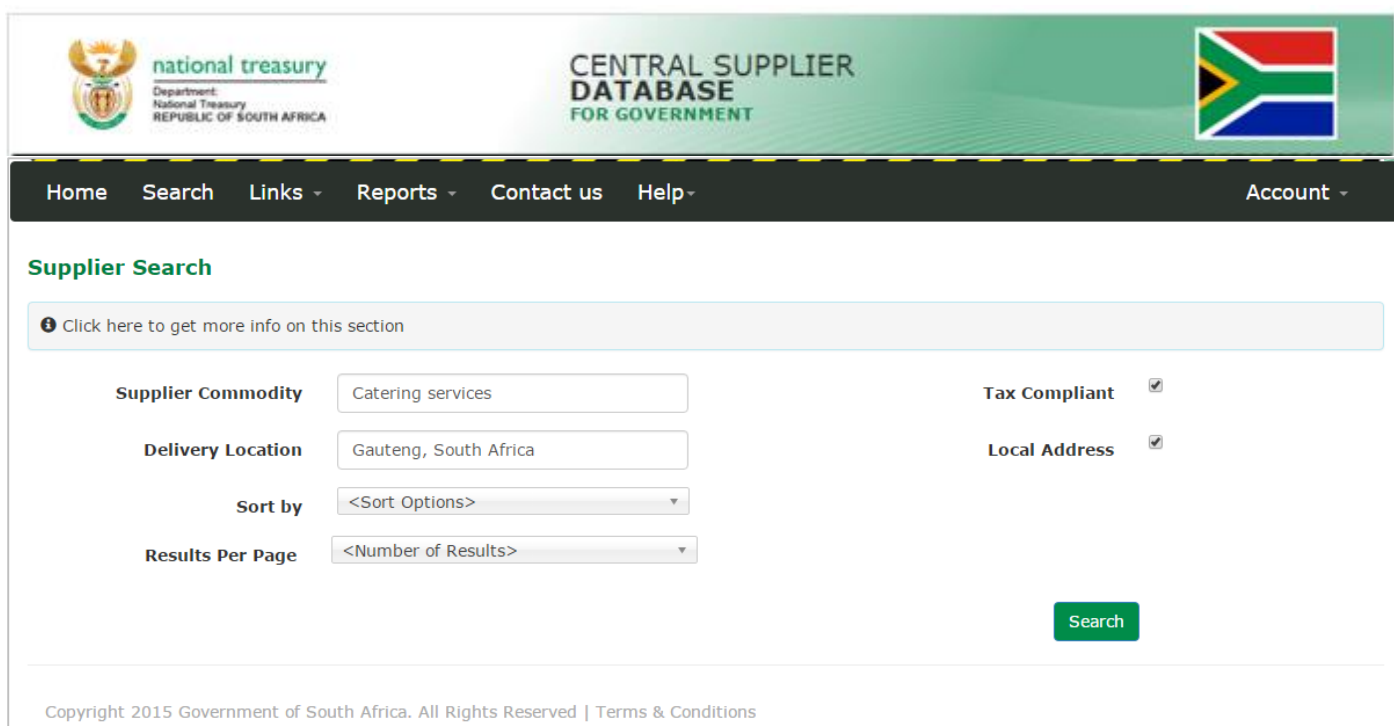
To search for a supplier(s), the user needs to action the following steps:

### Actions:

1. On the home page, click **Search**
2. Enter the commodity you are looking for
  - The supplier **commodity** field has auto-complete capability. When a minimum of three characters is typed in, a popup with a list of options to select from becomes visible. Select a commodity you want to search on. The commodity may be specified at segment, family, class or commodity level.
3. Enter the **location** where the supplier will need to provide the goods and/or service.
  - The Delivery location field has auto-complete capability. When a minimum of three characters is typed in, a popup with a list of options to select from becomes visible. Select the location you want to search on. The delivery location may be specified at province, municipality, city or suburb level.
4. Use the **Sort by** dropdown to specify which column or field you want your search results to be ordered by.

#### Actions:

5. Use **Results per page** dropdown to specify the number of records you would want to display per page.
6. To only search for supplier that are tax compliant, select the **Tax compliant** checkbox.
7. To display only the suppliers who have saved addresses which match or are within the same location of the location value that is used in the search, select the **Local address** checkbox.
8. Click **Search** button to search for suppliers.
  - If there are matching records for the search input provided, the suppliers list will be displayed.



The screenshot shows the 'Supplier Search' interface. At the top, there is a header with the National Treasury logo, the text 'CENTRAL SUPPLIER DATABASE FOR GOVERNMENT', and the South African flag. Below the header is a navigation bar with links: Home, Search, Links, Reports, Contact us, Help, and an Account dropdown. The main section is titled 'Supplier Search' and contains a search form. The form has several fields: 'Supplier Commodity' (text input with 'Catering services'), 'Delivery Location' (text input with 'Gauteng, South Africa'), 'Sort by' (dropdown menu with '<Sort Options>'), and 'Results Per Page' (dropdown menu with '<Number of Results>'). To the right of these fields are two checkboxes: 'Tax Compliant' and 'Local Address', both of which are checked. A green 'Search' button is located at the bottom right of the form. At the bottom of the page, there is a copyright notice: 'Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions'.

Figure 11 – Supplier search

## 8.1. Filtering the search results

Searching for suppliers using the above fields, might return a wide result set. In order to refine the search and reduce the set further, additional filter criteria can be used. The Filters option is separated in two sections namely Commodities and Locations. To refine the search results, action the following steps:

#### Actions:

1. Click anywhere on the green Filters bar to hide/show filter options
2. Use the search box on Commodities section to search for a commodity. Select commodities from the filtered results.

#### Actions:

3. Use the search box on Locations section to search for a location. Select location(s) from the filtered results.
4. Click on the **Apply** button to refine the search.

×

Filters

Commodities

☐ Building & Construction & Maintenance Services
 

Segment

☐ Building construction & support & maintenance & repair services
 

Family

Locations

☐ Gauteng
 

Province

Apply

#### 20 Results

Results to Report

Page 1 of 1

#### MAAA0000021-name

Name surname letjustin@gmail.com 0719903988

Tax Status ✖  
Has Local Address: ✔

#### MAAA0000025-I1

lkj sdfg 345b75377n54n54@mailinator.com 082 905 1130

Tax Status ✖  
Has Local Address: ✔

#### MAAA0000028-Thabo Mofutsanyana

Js Ts jacob.teunissen@treasury.gov.za 0829051130

Tax Status ✖  
Has Local Address: ✔

#### MAAA0000036-COR CONCEPTS - INFORMATION MANAGEMENT CONSULTING

Dezi Van Vuuren dezi.van.vuuren@avanade.com 0836198880

Tax Status ✖  
Has Local Address: ✔

Figure 12 – Supplier search results

## 9. Reports

The purpose of the registration report is to provide a summary of supplier information. It only displays the information that has been submitted. It is important to note that Non-South African bank information, Accreditation information and B-BBEE information requires manual verification by the Organ of State. In order to view supplier information, two reports are available from the search results screen: Supplier registration summary report and Supplier list report.

#### Actions:


1. To obtain the **Supplier Registration Summary report** that shows a supplier's information including key statuses, click on a supplier record in the search result list.



**Actions:**

2. To obtain the **Supplier List report** that contains a list of suppliers that were returned by the search, click on the list report link in the search result list.

1 of 1 100% Find | Next



CENTRAL SUPPLIER  
DATABASE  
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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
Allow associates?	Yes
Supplier type	Individual
Supplier sub-type	Individual
Legal name	legal name
Identification type	South African Identification Number

South African identification number	
Government breakdown	Individual
Industry classification	Agriculture, forestry and fishing
Business status	No Status
Country of origin	South Africa
Registration date	1900-01-01 12:00:00 AM

PREFERRED CONTACT	
Contact type	Administration
Name(s)	Ja Te
Identification type	South African Identification Number
South African identification number	

Prefer communication via email	Yes
Email address	
Cellphone number	

PREFERRED ADDRESS	
Address type	Physical
Address line 1	address line 1
Address line 2	address line 2

Postal code	000000
Country	Serbia

PREFERRED ACCOUNT	
Account type	Current Accounts
Branch name	NEDBANK MONTANA PRETORIA

**Figure 13 –Supplier Registration Summary report**

1

of 1

100%

Find | Next


Report Start Date :

2016/02/25

Report End Date :

2016/02/25

Report Ran By :



CENTRAL SUPPLIER

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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

Figure 14: Supplier List report

## 9.1. Saving reports

All CSD reports offer the user the ability to export the report to various formats (pdf, excel, csv, html) for further use.

### Actions:

1. Click the **Save**  icon at the top of the report (next to Find and Next)
2. Save in the format of choice for further use

## 10. Contact details

Contact National Treasury for further clarity on the process on [business.support@csd.gov.za](mailto:business.support@csd.gov.za)