



JOB AID: CSD Supplier Identification

Central Supplier Database

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1. INTRODUCTION

The Central Supplier Database (CSD) system serves as a central master of supplier information to Organs of State (OoS):

- National departments;
- Provincial departments;
- Local government; and
- State Owned Entities (SOE's).

The unique identification of a supplier plays an important role in the capturing and maintenance of supplier information, as well as the mapping to existing suppliers in existing OoS systems.

2. PURPOSE

The purpose of this document is to describe the identifying fields of a supplier as well as the CSD duplication check performed during registration.

3. AUDIENCE

The audience of this document are OoS teams responsible for preparing systems to consume CSD supplier information.



4. GUIDING PRINCIPLES

The CSD supports the registration of various types of suppliers and each of these types have different information that identifies the supplier uniquely.

The CSD does not only carry CIPC registered companies but also supports individuals, sole proprietors, trust, foreign companies, organs of state etc.

In addition, the nature of the supplier also influences the way in which a supplier captures supplier information. In cases where the supplier is a large organisation with a number of branches the decision on how to capture the branches, becomes a function of the nature of those branches.

A broad guideline, is for a supplier to capture the supplier record at the level at which business with government is conducted. The below is not an exhaustive list but describes different scenarios:

- If the supplier provides products or services at a branch level and most of the key information is different (e.g. CIPC, TAX, Bank Account), ideally, the branch should be captured as a unique supplier;
- A CSD supplier record only supports one CIPC, TAX and BBBEE subset, therefore the supplier needs to capture separate supplier records;
- A large organisation using the same CIPC and Tax information, can distinguish a branch within the same suburb by specialising the Trading Name (e.g. a hotel group with one supplier record for each hotel with two hotels in the same suburb distinguishes the records by capturing different Trading Names); or
- An organisation centralises most administrative aspects, and the supplier is captured once but the addresses or bank accounts reflect the branches.

5. DUPLICATE CHECK

Due to the above complexities, the CSD implements a duplication check that uses a number of fields in order to match a potential duplicate supplier and it does this at two specific points in the process:

- This duplication check identifies a supplier as a potential duplicate on the Identification tab. If a match is found, the user is warned, but can still complete the remaining tabs; and
- Once the record is submitted, and all the fields match an existing supplier, the record cannot be submitted.

If any of the fields that form part of the duplication check is empty (e.g. if a supplier did not capture a bank account), that specific field does not form part of the duplication check, which means a record will more easily match existing suppliers.

PLEASE NOTE: The CSD does not have duplicate suppliers. Since a number of fields are used to identify a supplier as a duplicate, it often would seem that a supplier having the same CIPC number is a duplicate, but in such cases, the remaining fields do not match.

6. FIELDS

The following is a list of the fields used by the CSD to match duplicates:



1. Identification;
 - SA ID number
 - Foreign ID number
 - Foreign passport number
 - Work permit number
 - SA company number (CIPC)
 - Foreign company registration number
 - SA trust registration number
 - Foreign trust registration number
 - NPO number
2. Legal name;
3. Trading name;
4. Suburb of address;
5. Bank account number; and
6. Tax number:
 - VAT number
 - PAYE number
 - Income tax number

PLEASE NOTE: The CSD does not uniquely identify a supplier at hand of these fields, these fields are used as part of the duplication check. The CSD supplier number is unique.



7. OPEN ITEMS

No current open items are noted.

8. OUTSTANDING ISSUES

No outstanding items are noted.

9. DECISION LOG

No decisions are noted.

10. REVISION HISTORY

Version	Revision Description	Date	By
1.0	Sent for review	13/07/2016	CSD Team
1.1	Published	18/07/2016	CSD Team

11. REFERENCES

No references listed.

12. ABBREVIATIONS

Abbreviation	Description
CSD	Central Supplier Database
OoS	Organ of State
SOE	State Owned Entity