CENTRAL SUPPLIER DATABASE
FOR GOVERNMENT

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Central Supplier Database

Search Functionality Training

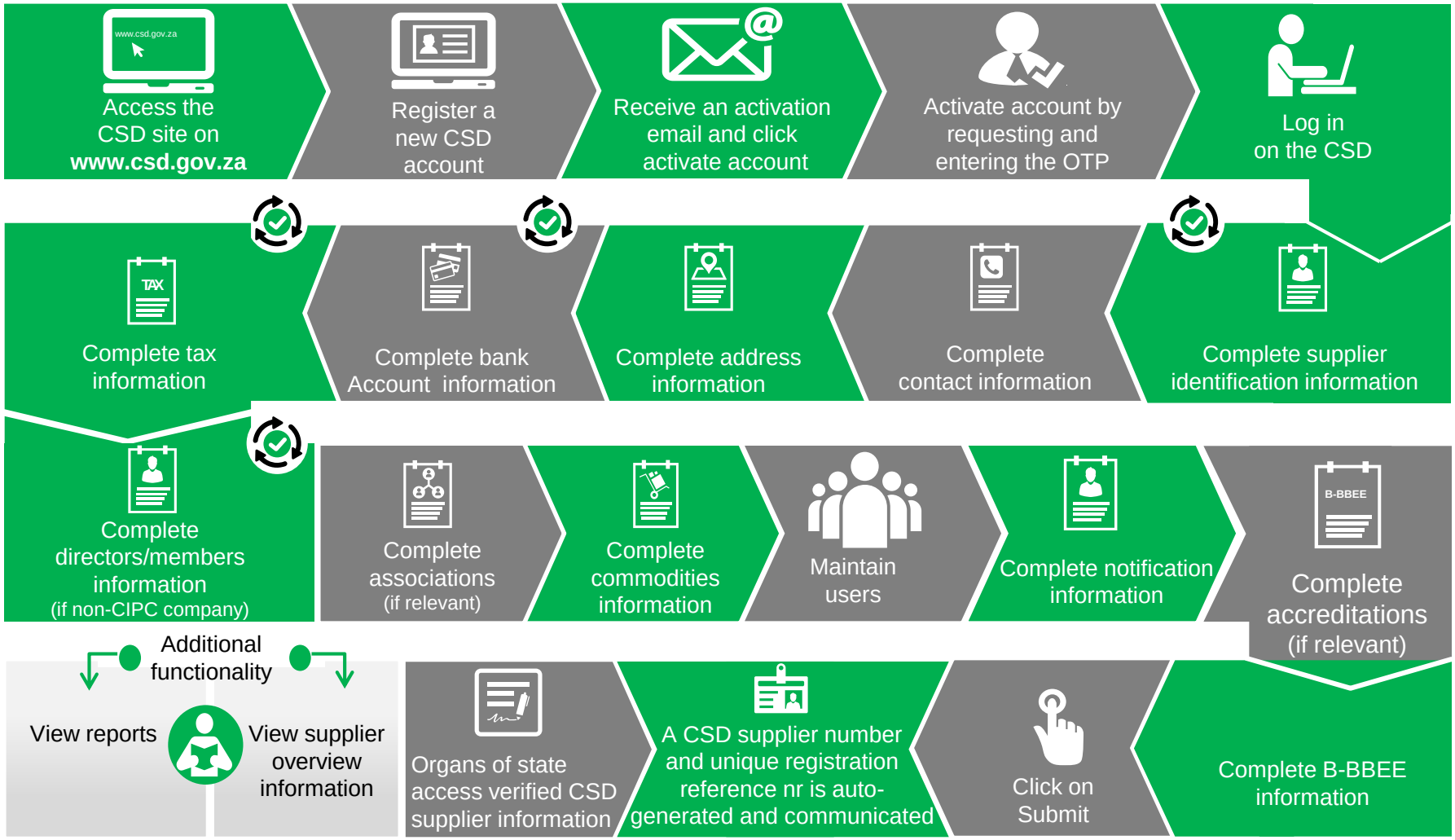
CSD Overview

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



Auto verification of supplier information with SARS, CIPC etc.

Interim Process (1 September 2015 – 31 March 2016)

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

First point of Contact

Manual and Other Technical Vetting e.g.:

sanas South African National Accreditation System

irba INDEPENDENT REGULATORY BOARD FOR AUDITORS

national treasury Department: National Treasury REPUBLIC OF SOUTH AFRICA

Commercial Banks

Standard Bank, FNB, NEDBANK, ABSA

State employee

CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

CSD

Supplier Summary

Supplier List

FIN

SCM

Bid and Quotations

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

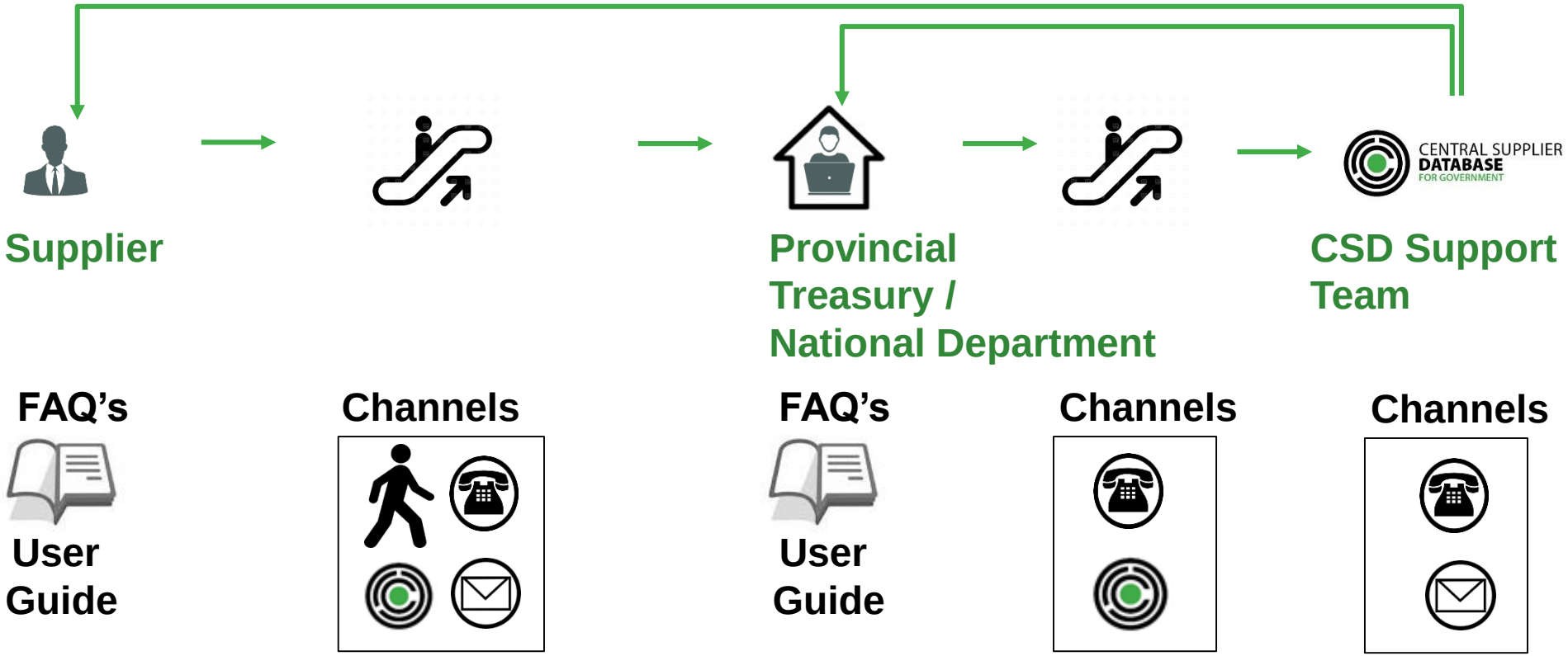
Demand

CSD Supplier and User Statistics as on 6 May 2016

CSD SUPPLIER AND USER STATISTICS		
Province	Users	Suppliers Registered
Western Cape	6835	6697
North West	6507	7063
Limpopo	10804	12715
Northern Cape	1823	1870
Mpumalanga	6776	7426
KwaZulu-Natal	11226	13219
Gauteng	31683	32770
Free State	3479	3723
Eastern Cape	10352	11629
Unknown	103688	109821
Total	193173	206933

Support Approach

CSD Support Approach



Integration Services

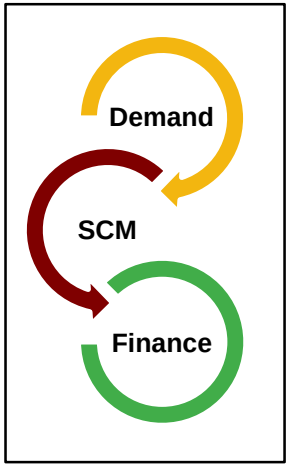
Consumer access to information

SCM Practitioner

1) **Online search** functionality via CSD application based on supplier Commodity and Location.

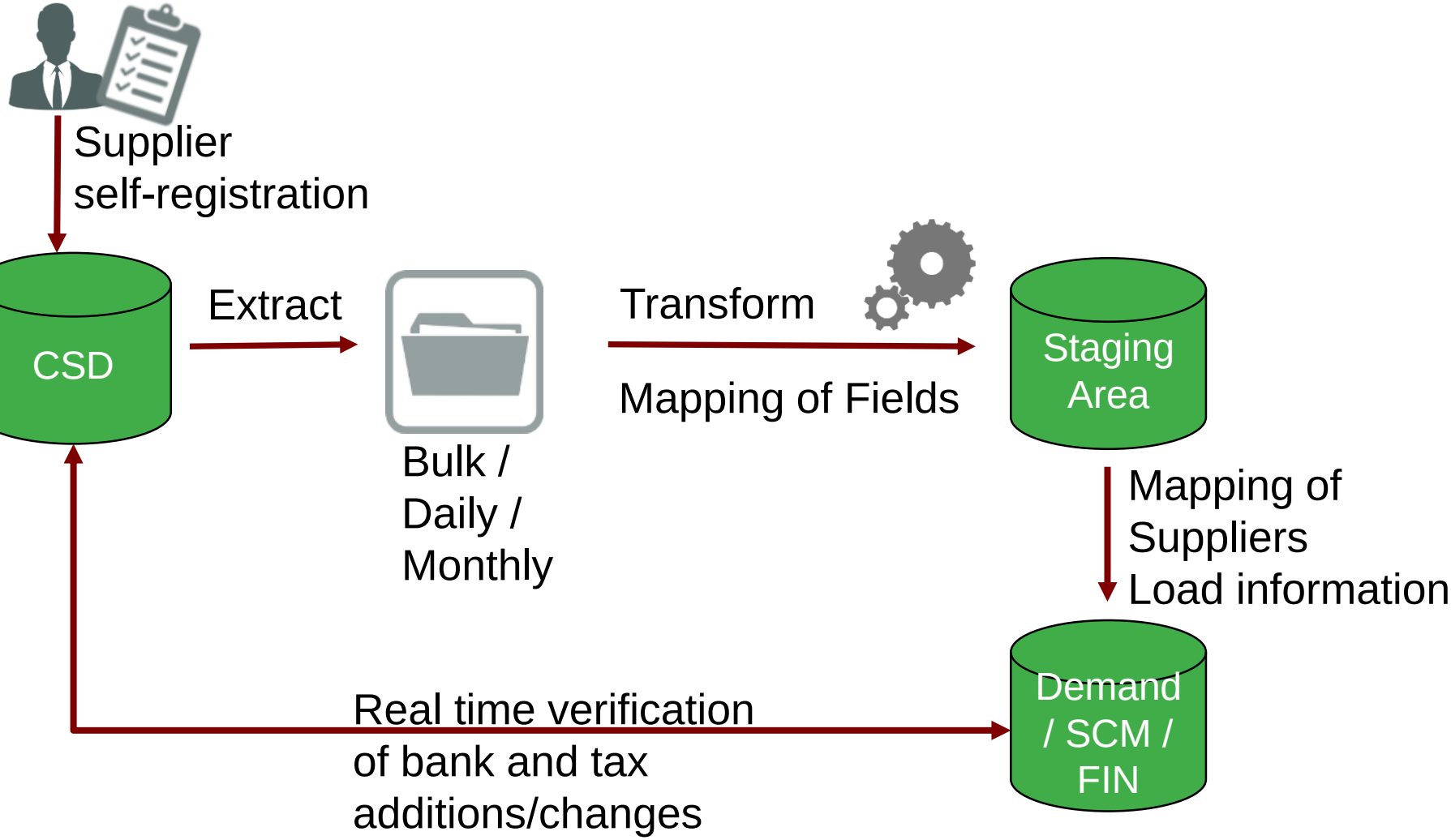
2) **Real time:** web services that are made available to OoS to consume supplier information from the CSD. Call and request latest update on supplier when needed.

3) **Bulk data:** files that are made available to OoS to consume supplier information from the CSD in bulk format.

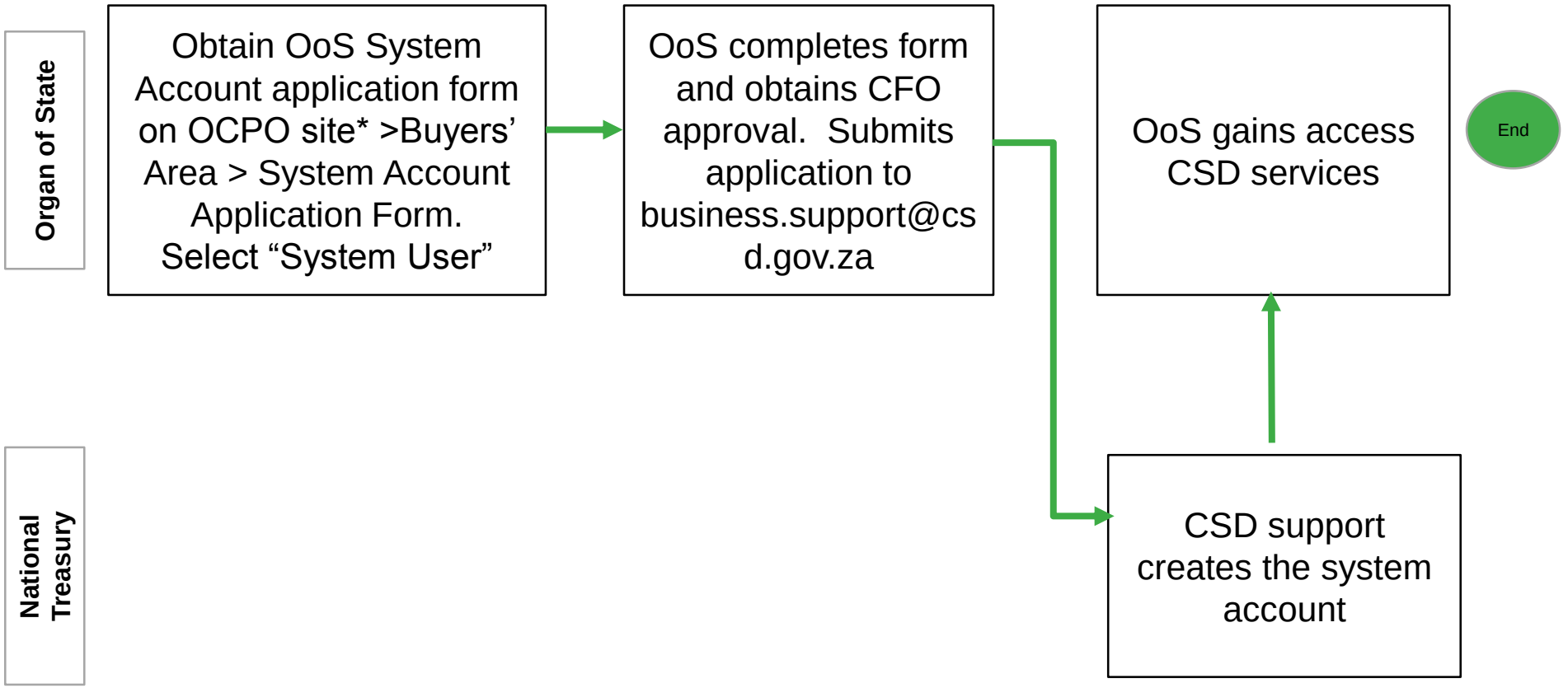


Systems Landscape

The process on how to consume CSD information



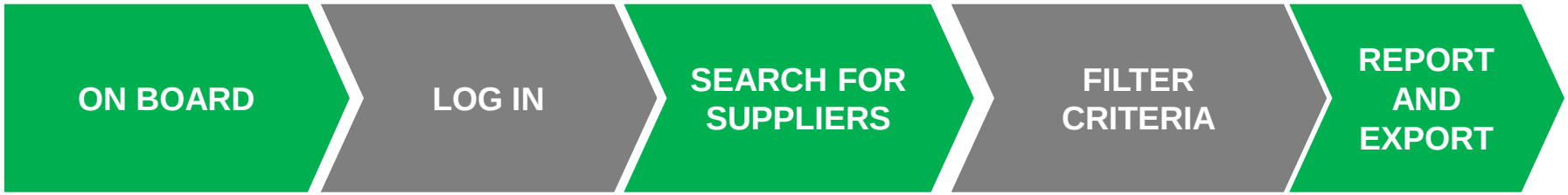
System Account to access CSD services



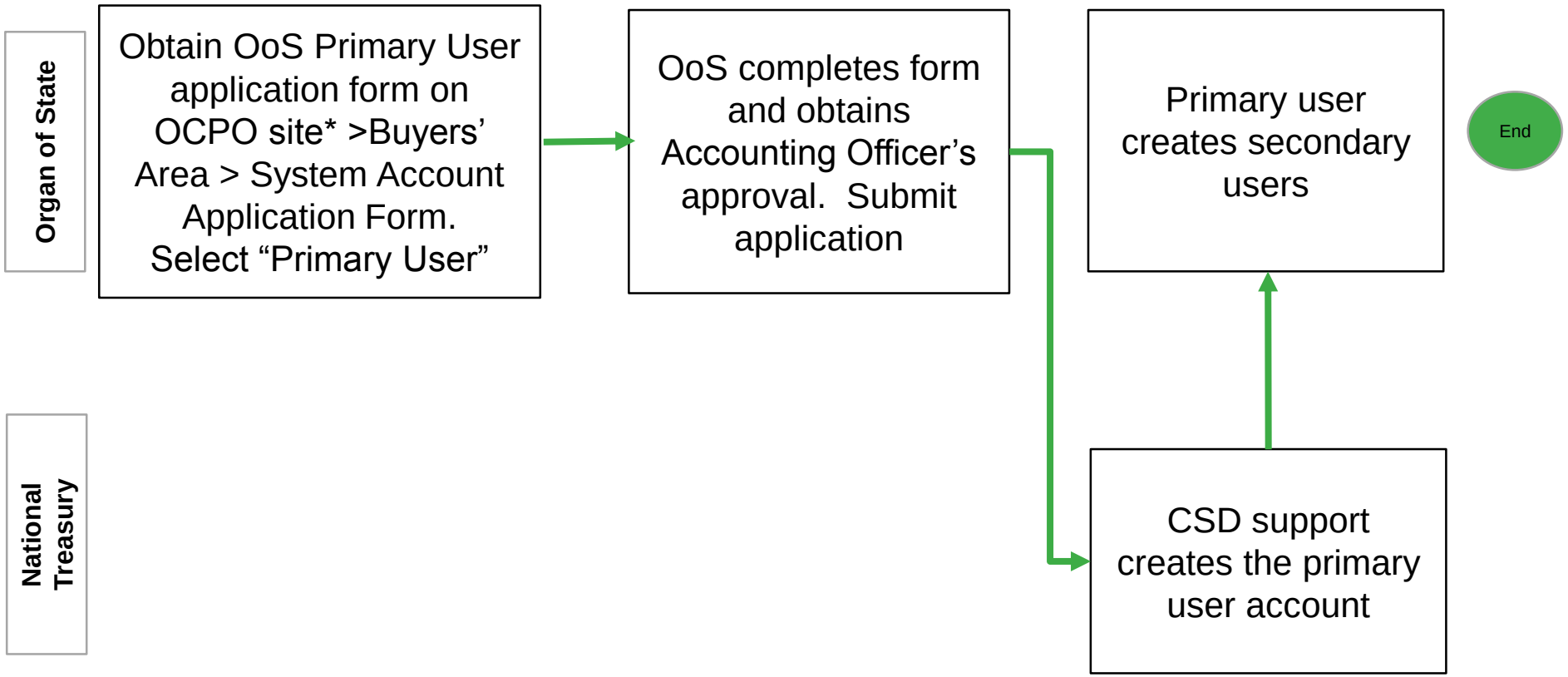
*ocpo.treasury.gov.za

Overall Search Functionality Approach

Overall Search Functionality Approach



Accessing CSD Online Search Functionality (On Boarding)



*ocpo.treasury.gov.za

Demo of Search Tool

CSD Search Functionality On-boarding Approach

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://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.

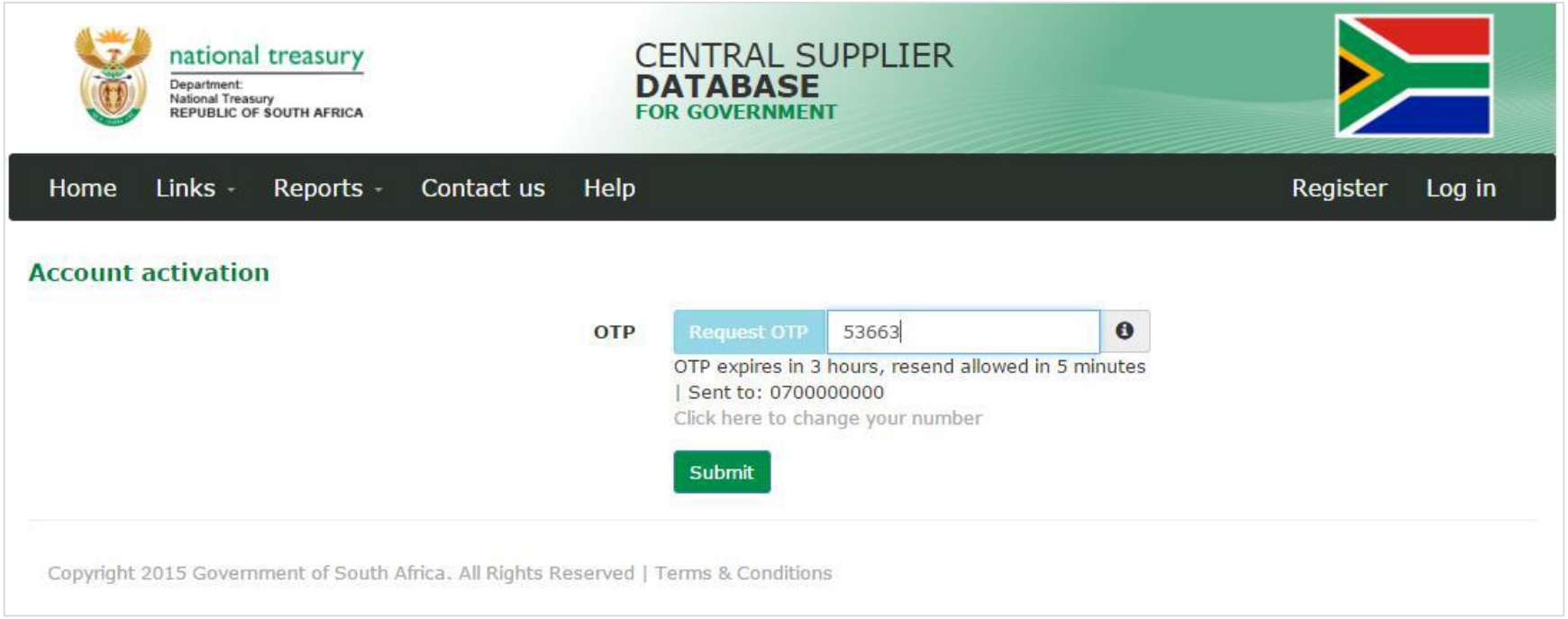
Password: **Password26506**

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

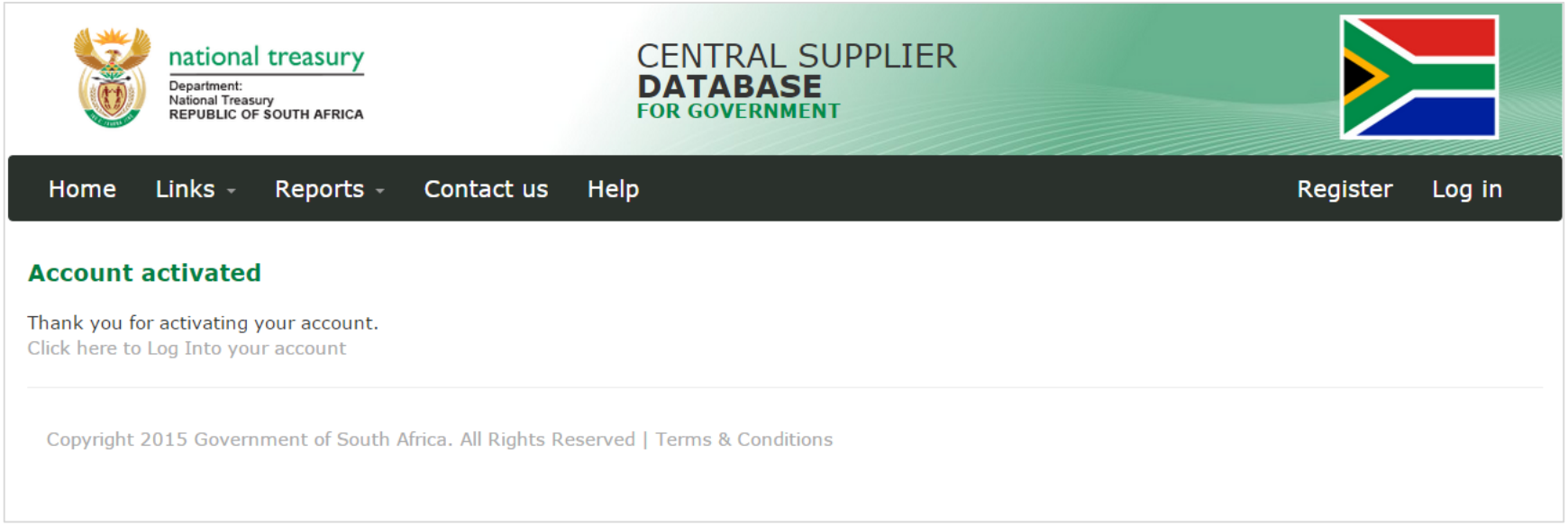
FOR MORE INFORMATION:
Central Supplier Database Contact Centre

eMail: CSD@treasury.gov.za

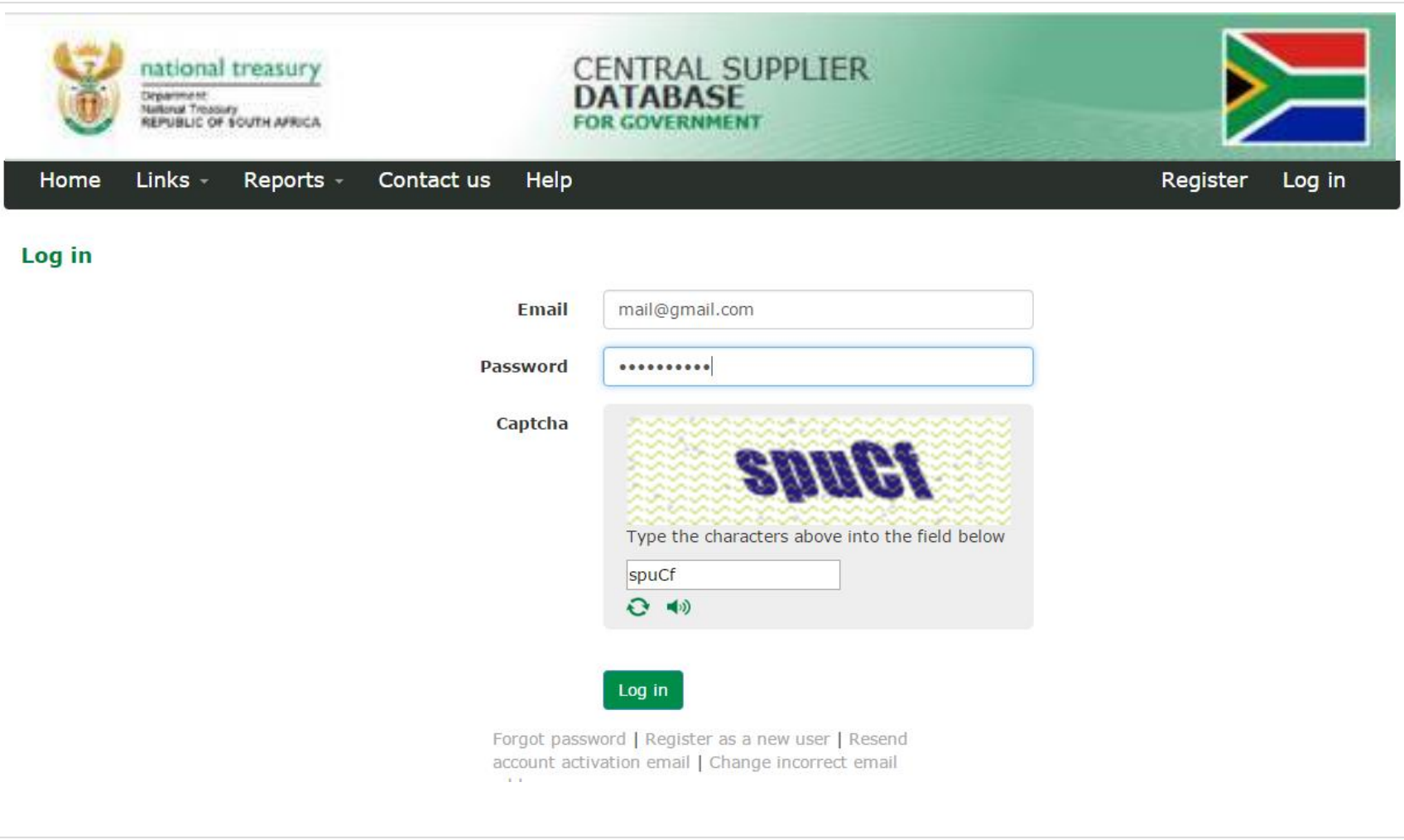
Account Activation Screen



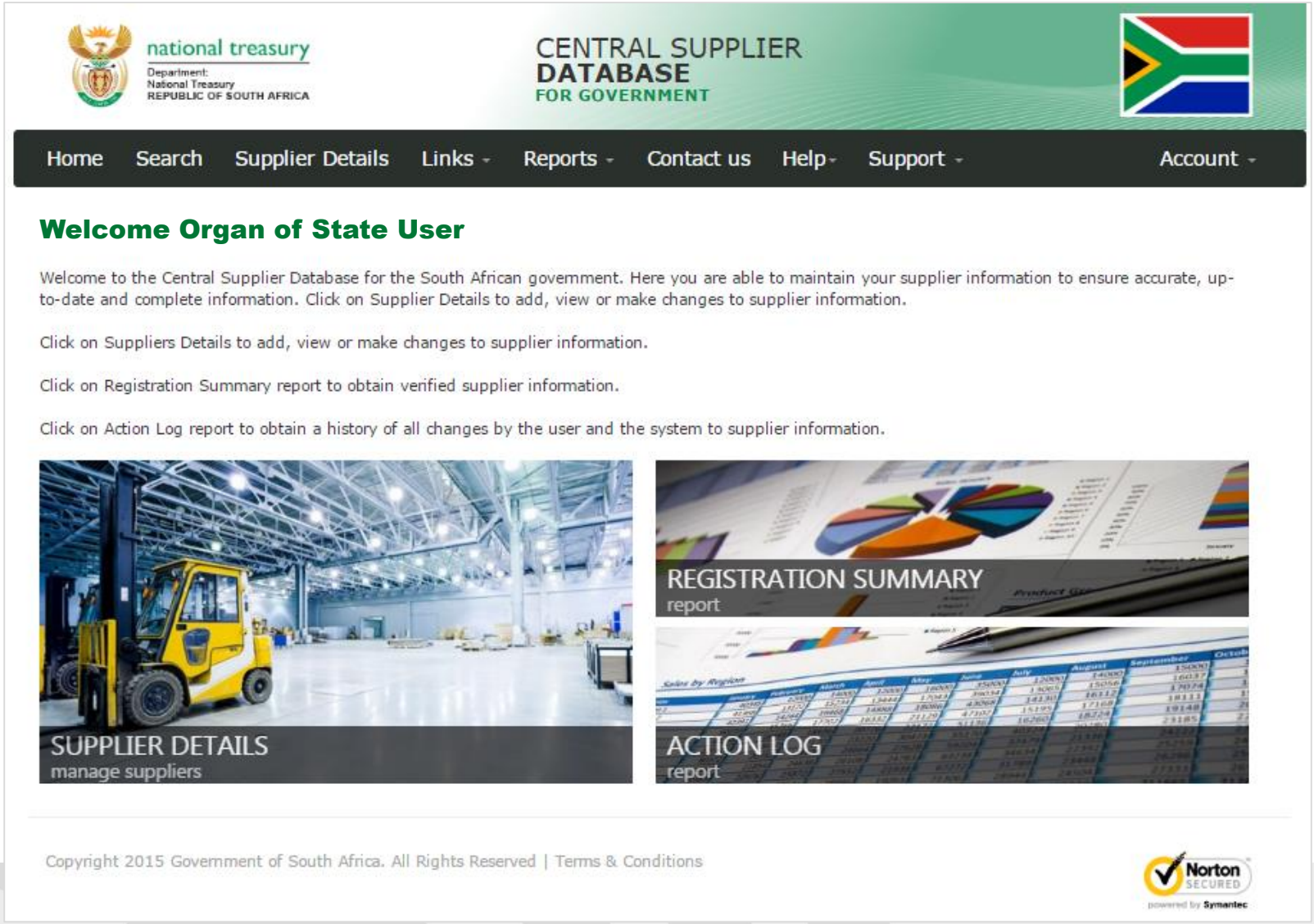
Account Activated Message



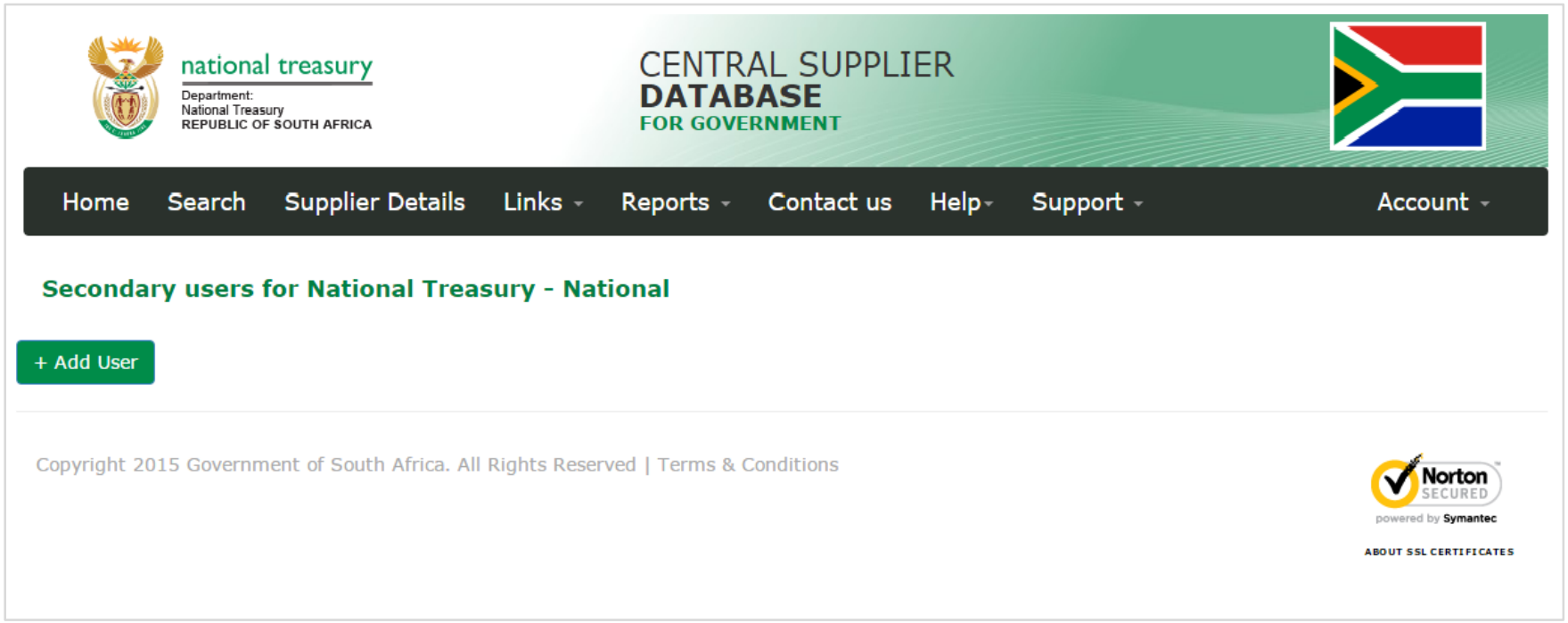
Log In


national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA
CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT
Home
Links
Reports
Contact us
Help
Register
Log in
Log in
Email
mail@gmail.com
Password
Captcha
spuCf
Type the characters above into the field below
spuCf
Log in
Forgot password | Register as a new user | Resend account activation email | Change incorrect email

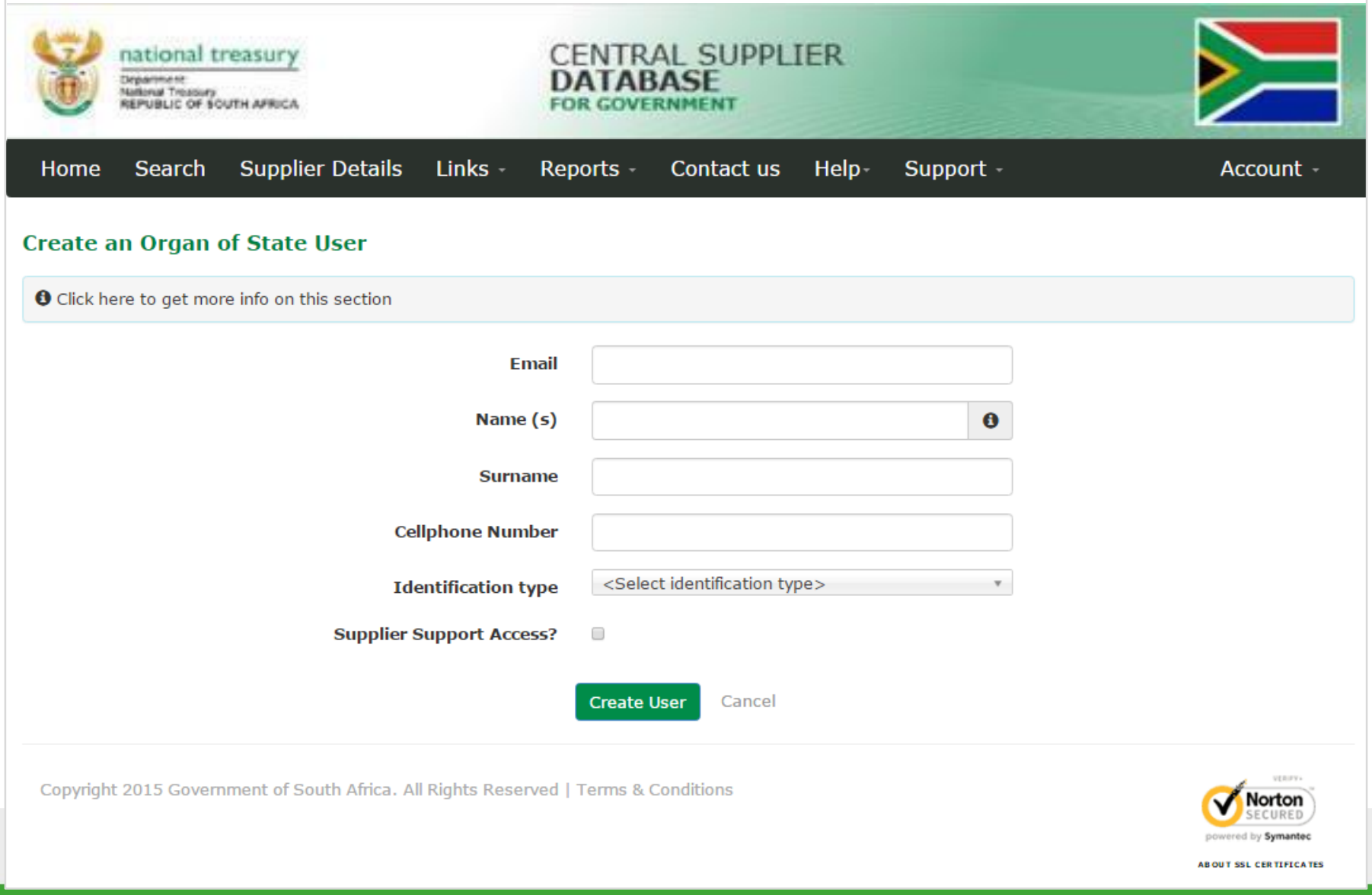
CSD Landing Page



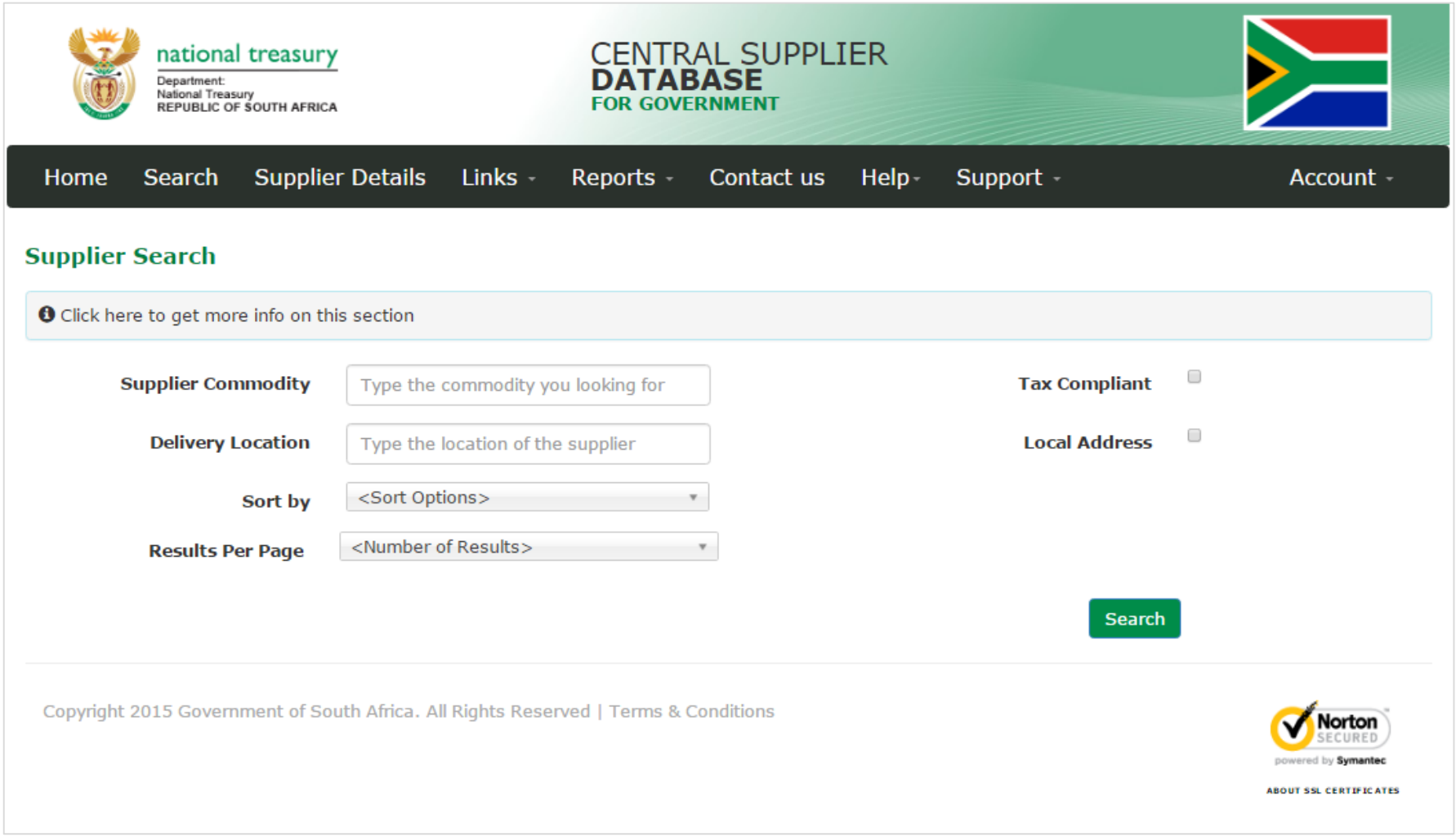
Secondary users list



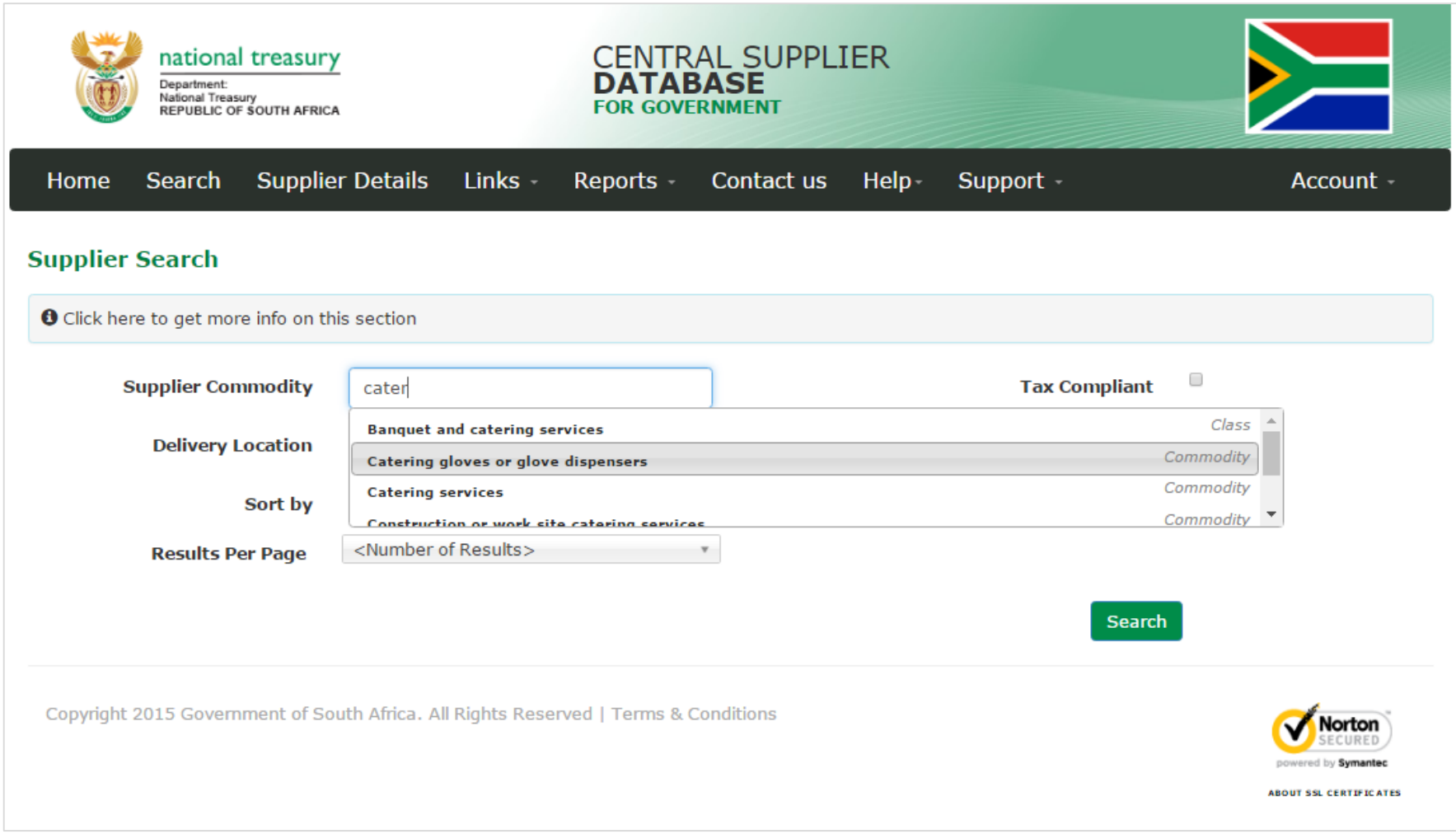
Create Secondary User



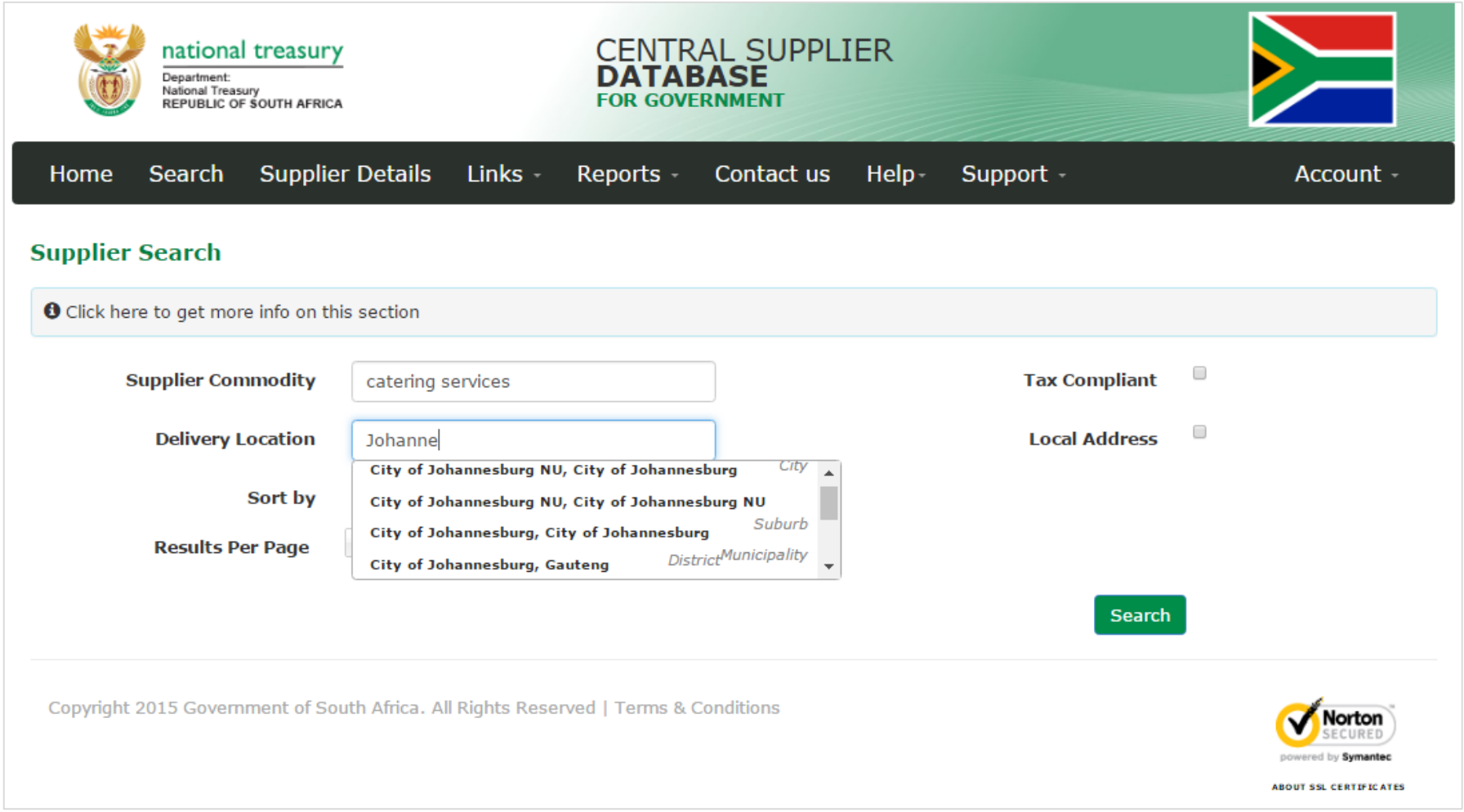
Supplier Search Fields



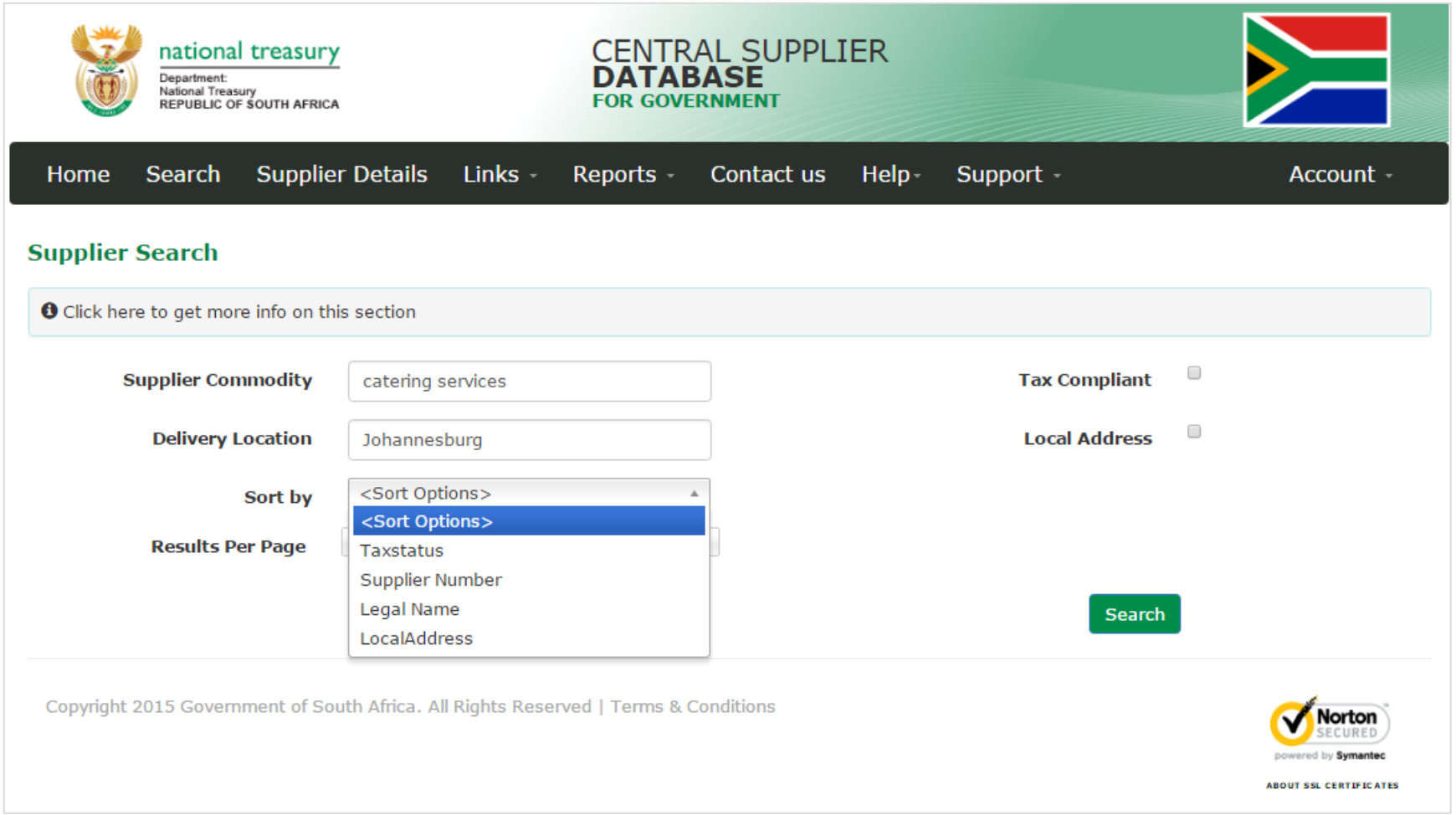
Commodity Search



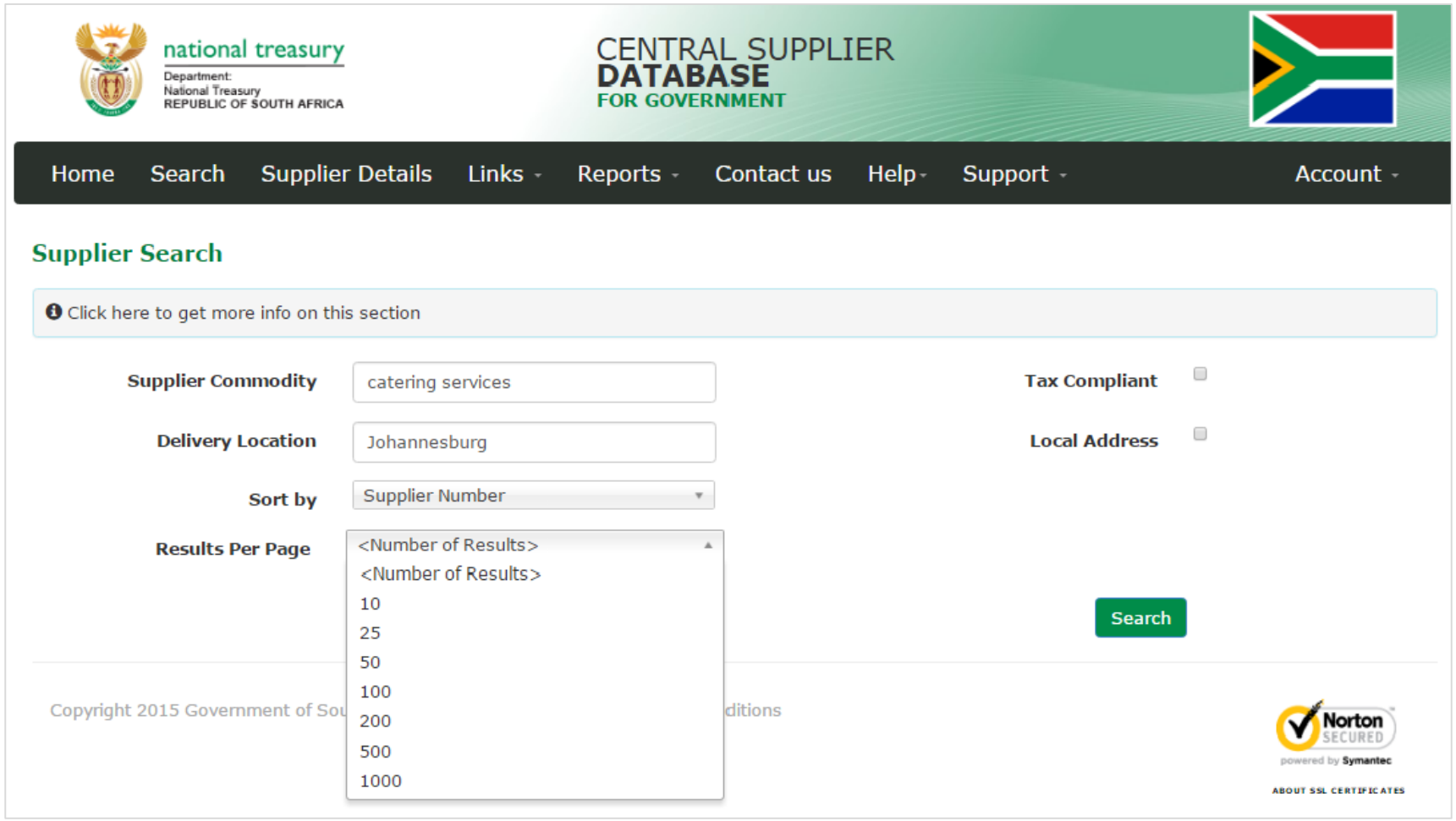
Location Search



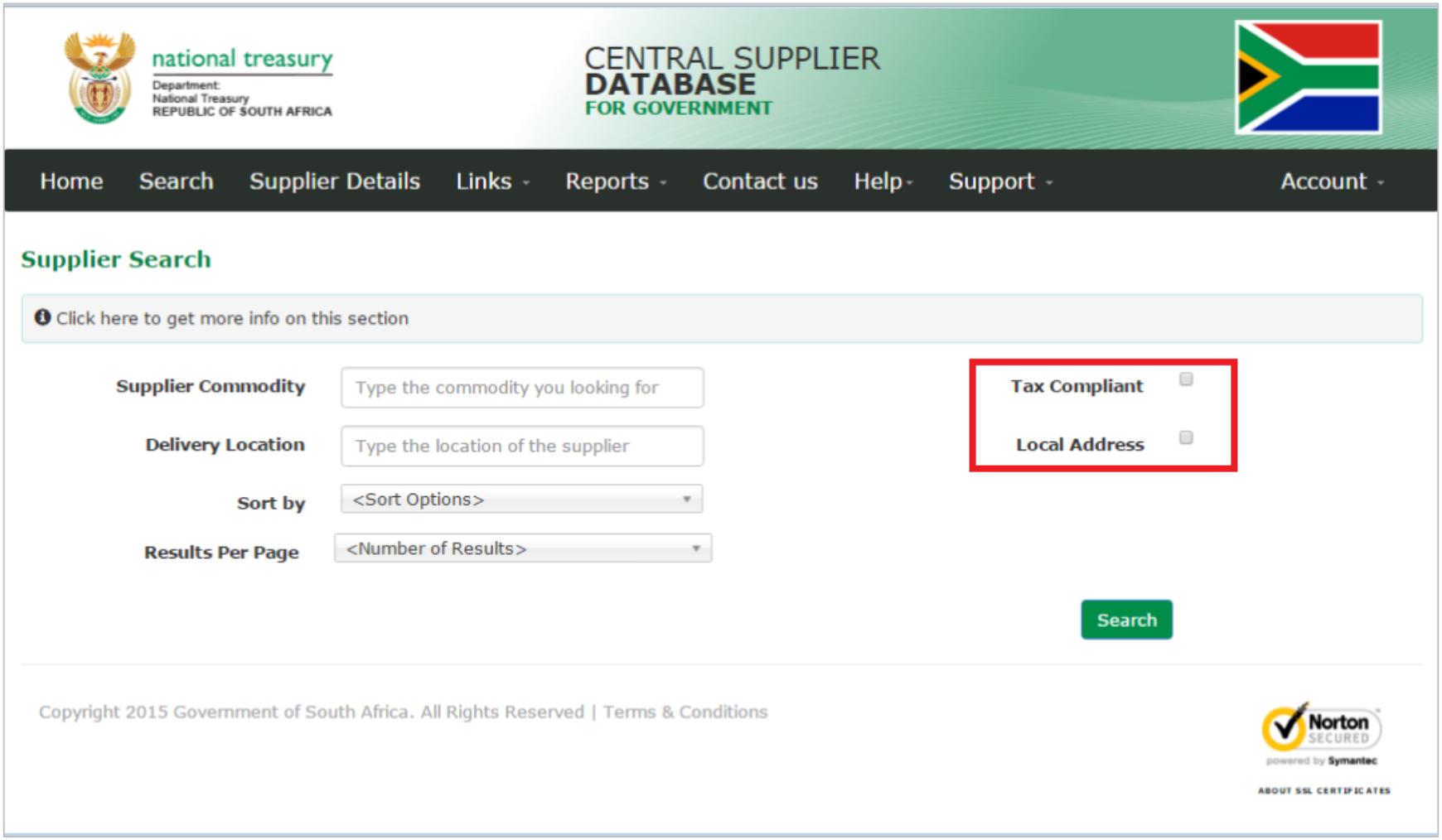
Sort by


national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA
CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT
Home
Search
Supplier Details
Links
Reports
Contact us
Help
Support
Account
Supplier Search
Click here to get more info on this section
Supplier Commodity
catering services
Tax Compliant
Delivery Location
Johannesburg
Local Address
Sort by
<Sort Options>
<Sort Options>
Taxstatus
Supplier Number
Legal Name
LocalAddress
Results Per Page
Search
Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions
Norton SECURED
powered by Symantec
ABOUT SSL CERTIFICATES

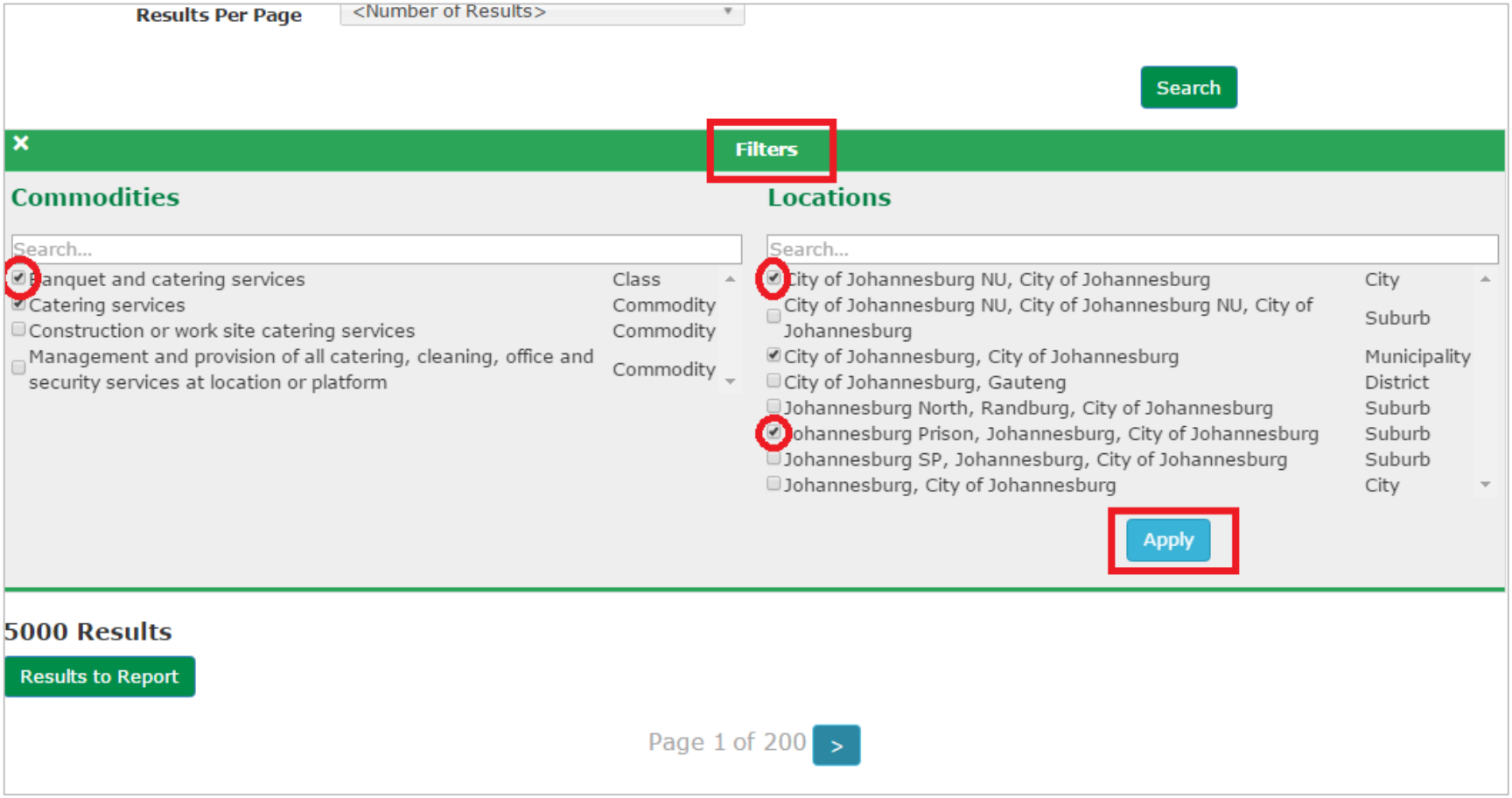
Results per Page



Tax Compliant and Local Address

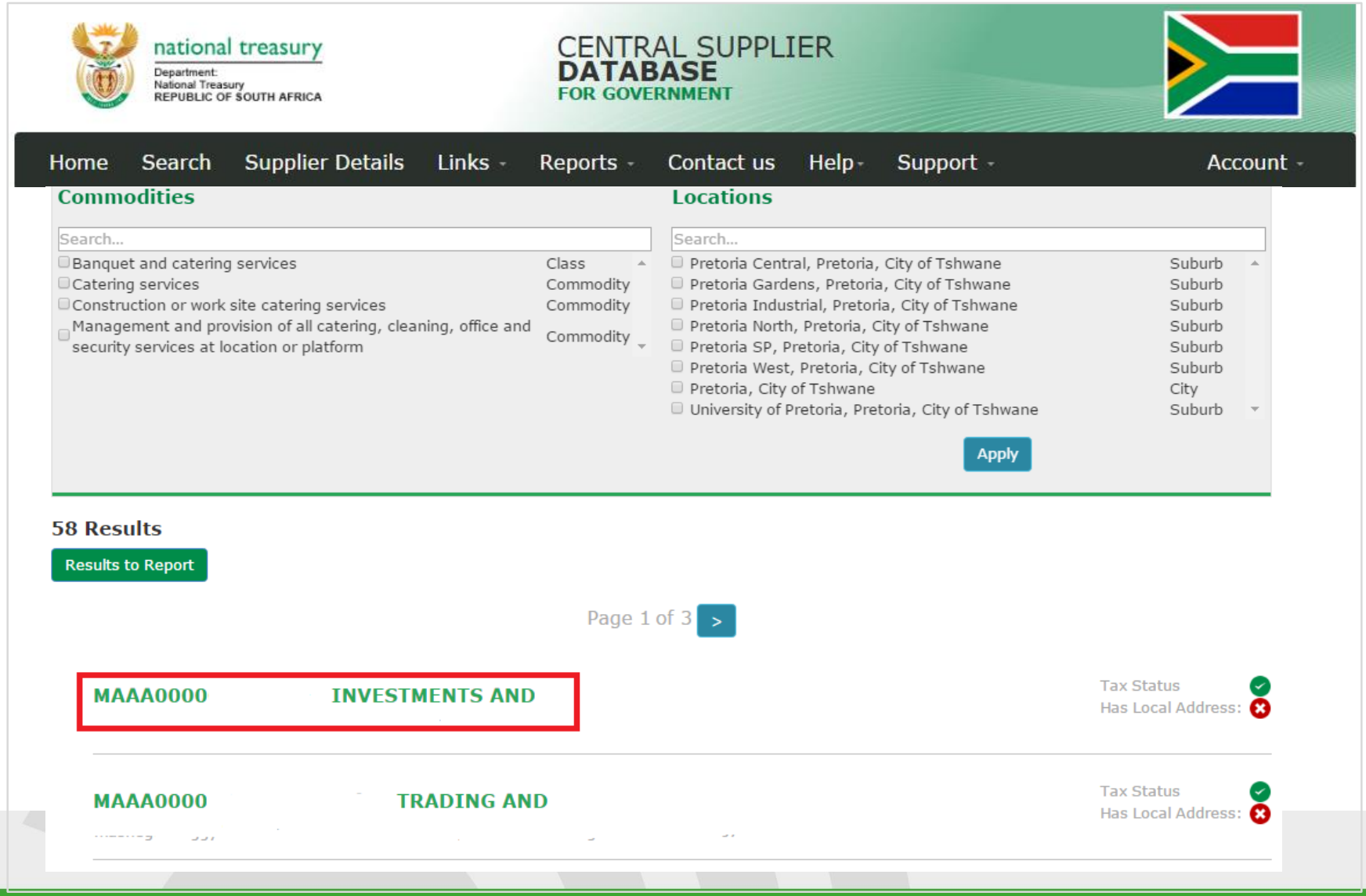


Filter

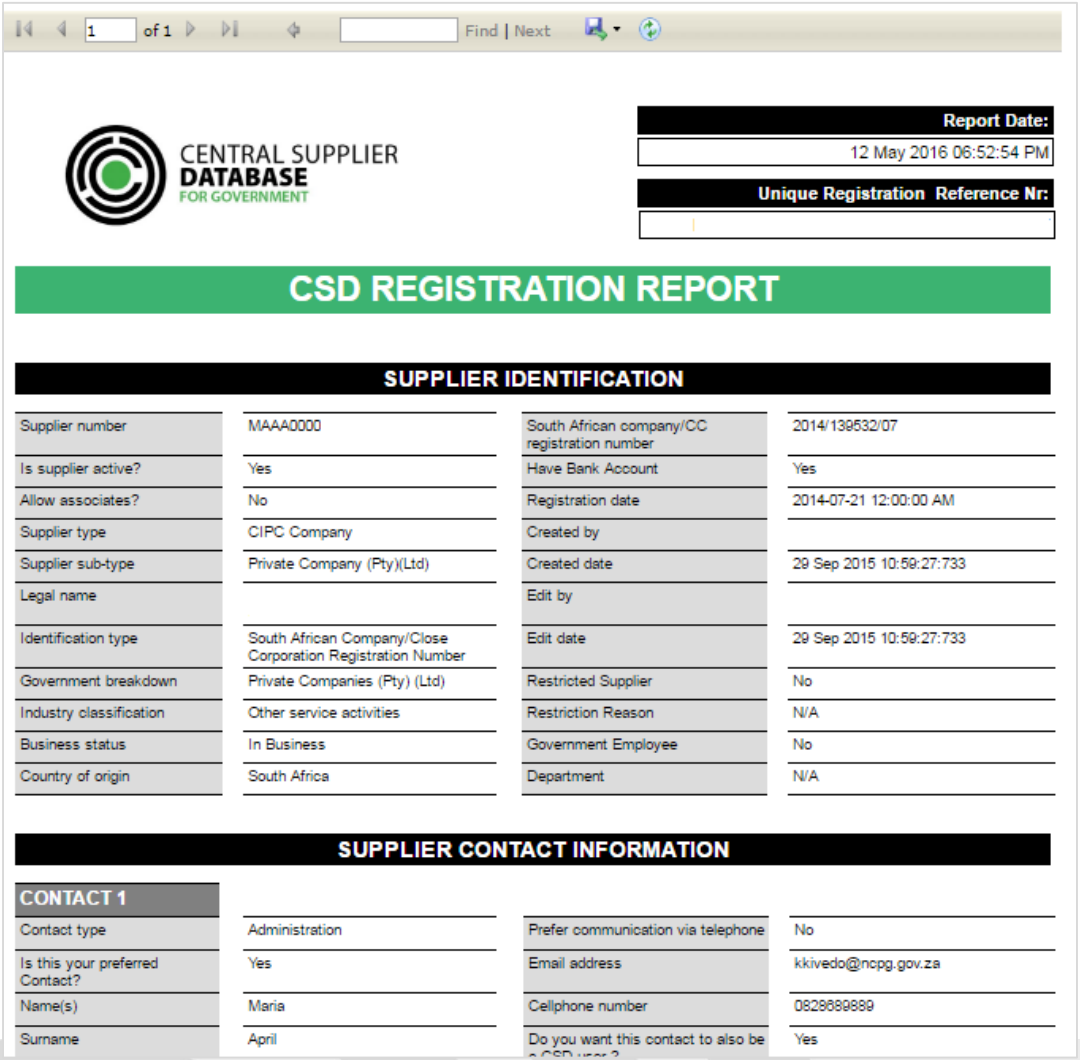

Results Per Page
<Number of Results>
Search
Filters
Commodities
Search...
Banquet and catering services Class
Catering services Commodity
Construction or work site catering services Commodity
Management and provision of all catering, cleaning, office and security services at location or platform Commodity
Locations
Search...
City of Johannesburg NU, City of Johannesburg City
City of Johannesburg NU, City of Johannesburg NU, City of Johannesburg Suburb
City of Johannesburg, City of Johannesburg Municipality
City of Johannesburg, Gauteng District
Johannesburg North, Randburg, City of Johannesburg Suburb
Johannesburg Prison, Johannesburg, City of Johannesburg Suburb
Johannesburg SP, Johannesburg, City of Johannesburg Suburb
Johannesburg, City of Johannesburg City
Apply
5000 Results
Results to Report
Page 1 of 200
>

Reporting and Exporting

Supplier Registration Summary Report



Supplier Registration Summary Report



1 of 1 Find | Next

CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

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

Unique Registration Reference Nr:

CSD REGISTRATION REPORT

SUPPLIER IDENTIFICATION

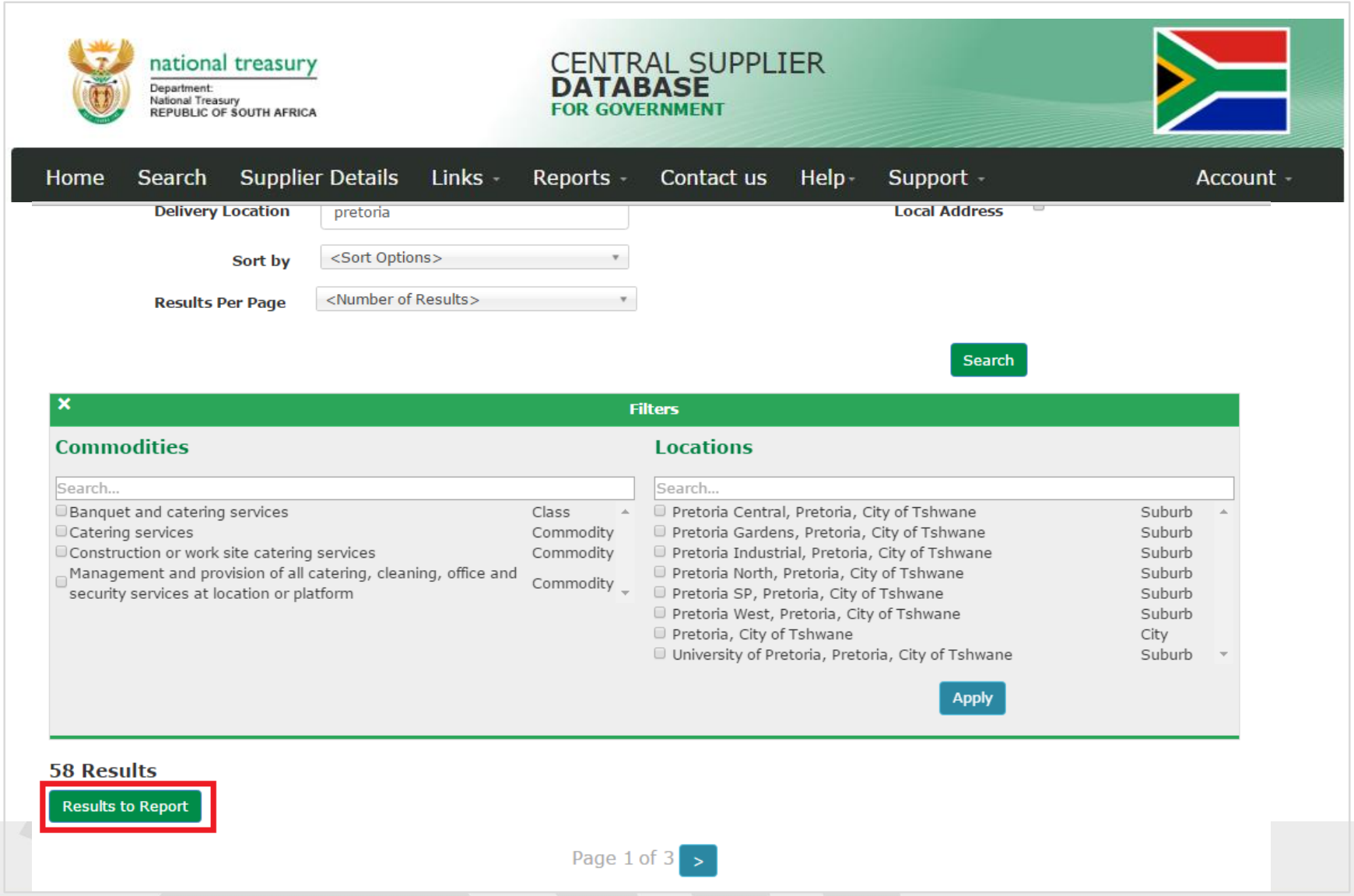
Supplier number	MAAA0000	South African company/CC registration number	2014/139532/07
Is supplier active?	Yes	Have Bank Account	Yes
Allow associates?	No	Registration date	2014-07-21 12:00:00 AM
Supplier type	CIPC Company	Created by	
Supplier sub-type	Private Company (Pty)(Ltd)	Created date	29 Sep 2015 10:59:27:733
Legal name		Edit by	
Identification type	South African Company/Close Corporation Registration Number	Edit date	29 Sep 2015 10:59:27:733
Government breakdown	Private Companies (Pty) (Ltd)	Restricted Supplier	No
Industry classification	Other service activities	Restriction Reason	N/A
Business status	In Business	Government Employee	No
Country of origin	South Africa	Department	N/A

SUPPLIER CONTACT INFORMATION

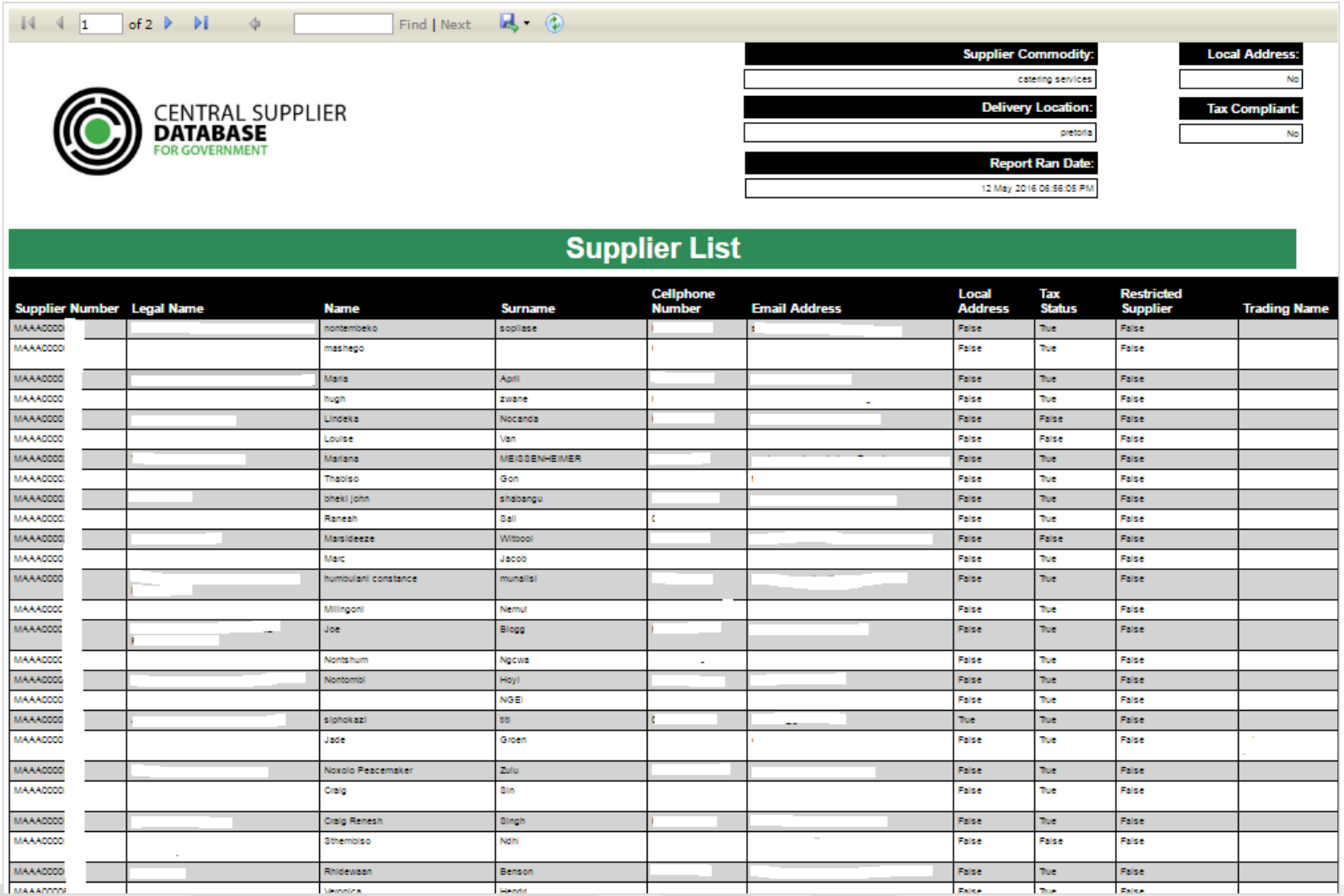
CONTACT 1

Contact type	Administration	Prefer communication via telephone	No
Is this your preferred Contact?	Yes	Email address	kkivedo@ncpg.gov.za
Name(s)	Maria	Cellphone number	0829689889
Surname	April	Do you want this contact to also be a CSD user?	Yes

Supplier List Report



Supplier List Report



1 of 2 Find | Next

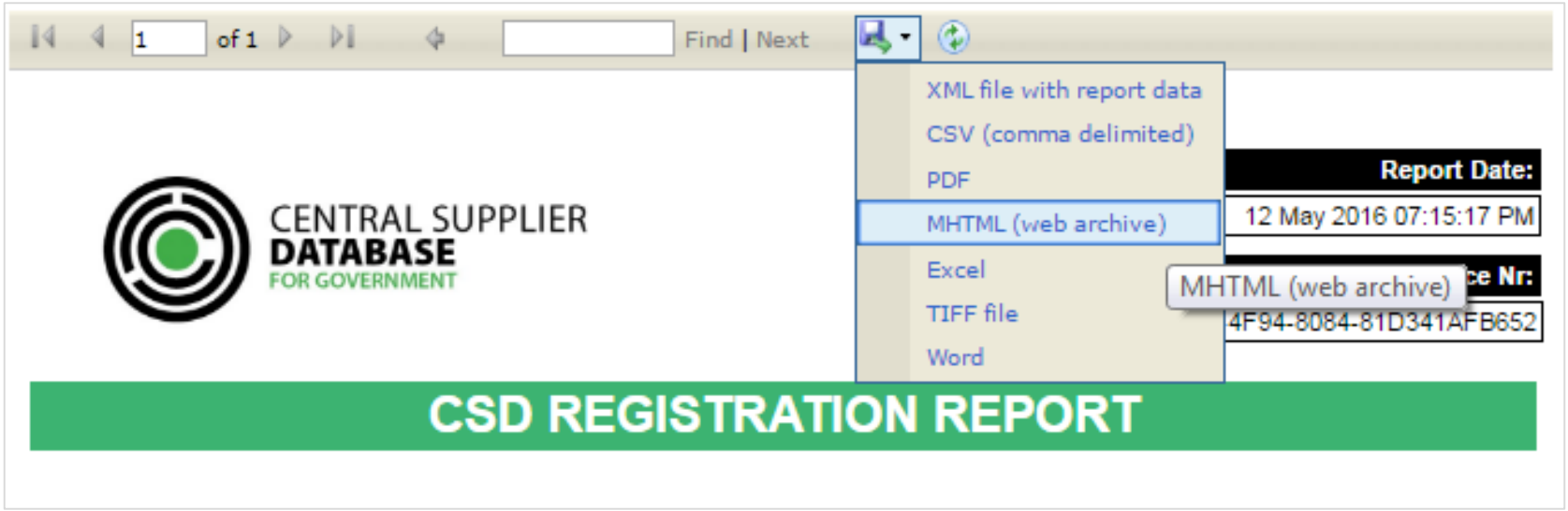
CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

Supplier Commodity:	Local Address:
catering services	No
Delivery Location:	**Tax Compliant:**
pretoria	No
Report Ran Date:	
12 May 2016 06:56:05 PM	

Supplier List

Supplier Number	Legal Name	Name	Surname	Cellphone Number	Email Address	Local Address	Tax Status	Restricted Supplier	Trading Name
MAAA0000		nontembeko	sopilase			False	True	False	
MAAA0000		mashego				False	True	False	
MAAA0000		Maria	April			False	True	False	
MAAA0000		hugh	zwane			False	True	False	
MAAA0000		Lindeka	Nocanda			False	False	False	
MAAA0000		Louise	Van			False	False	False	
MAAA0000		Mariana	MEISSENHEIMER			False	True	False	
MAAA0000		Thabiso	Gon			False	True	False	
MAAA0000		bheki john	shabangu			False	True	False	
MAAA0000		Ranesh	Gall			False	True	False	
MAAA0000		Marsideeze	Witbooi			False	False	False	
MAAA0000		Marc	Jacob			False	True	False	
MAAA0000		humbulani constance	munalisi			False	True	False	
MAAA0000		Milingoni	Nemut			False	True	False	
MAAA0000		Joe	Blogg			False	True	False	
MAAA0000		Nontshum	Ngcwa			False	True	False	
MAAA0000		Nontombi	Hoyi			False	True	False	
MAAA0000			NGEI			False	True	False	
MAAA0000		siphokazi	titi			True	True	False	
MAAA0000		Jade	Groen			False	True	False	
MAAA0000		Noxolo Peacemaker	Zulu			False	True	False	
MAAA0000		Craig	Gin			False	True	False	
MAAA0000		Craig Renesh	Singh			False	True	False	
MAAA0000		Sthembiso	Ndhl			False	False	False	
MAAA0000		Rhidewaan	Benson			False	True	False	
MAAA0000		Veronica	Hendi			False	True	False	

Exporting Report



Next Steps

The following need to be considered and actioned:

- Continue to support suppliers with self-registration
- Complete the on-boarding processes for search functionality and system account.
- Empower SCM practitioners within departments to use CSD search functionality

Frequently Asked Questions

What happened on 1 September 2015?

- From **1 September 2015** prospective suppliers have been able to **self-register** on the CSD website.

- Suppliers can capture and update their information on the CSD at any time, in preparation for the utilisation of supplier data through procurement and financial systems used by all organs of state from 1 April 2016. The period from 1 September 2015 to 31 March 2016, is referred to as the **Interim Period**.

- Once information has been verified with external data sources, a **unique supplier number** and **unique registration reference number** is allocated and communicated to the supplier. Suppliers are required to keep their data updated regularly and should **confirm at least once a year** that their data is still current and updated.

- **Automatic re-verification** of relevant supplier data against SARS, CIPC etc. will be done regularly (daily, weekly, monthly, etc.) as required.

What will be required for suppliers to register?

All suppliers will be required to complete required information on the CSD website and must ensure it is **complete, accurate** and **comprehensive**. The following would be amongst the required information:

- Supplier **identification** information e.g. supplier type, identification number, supplier name, trading name and country of origin;
- Supplier **contact** information e.g. preferred contact name, preferred communication method, email address, cell phone number, telephone number, etc.;
- Supplier **address** information e.g. country, province, district, municipality, city, suburb, ward and postal code;
- **Bank account** information;
- Supplier **tax** information, e.g. valid tax number;
- **Ownership** information, e.g. name and identification number of directors, members etc.;
- **Association** to any other suppliers e.g. branch, consortium member etc.; and
- **Commodities** the supplier can supply.

Note that a valid **email address, identity number, cell phone number** and **bank account** details are mandatory in order to register on the CSD.

Apart from the above, it is foreseen that B-BBEE information will be included in the CSD.

What category of suppliers should register?

The following supplier suppliers should register on the CSD:

- Individuals;
- Sole Proprietors;
- Foreign Companies;
- Trusts;
- Public Companies (LTD);
- Private companies (PTY LTDs);
- Non Profit Companies;
- Personal Liability Companies (INC);
- Closed Corporations;
- Co-operatives;
- State Owned Companies (SOC LTD);
- Non Profit External Companies;
- State Owned Entities (e.g. PFMA schedule entities);
- Government Entities (e.g. National departments, Provincial Administration, Metropolitan municipalities, District municipalities, Local municipalities);
- Partnerships;
- Statutory Bodies;
- Joint Ventures;
- Consortiums;
- Section Companies;
- Voluntary Associations; and
- Retirement Funds.

How will organs of state access my information?

- Suppliers will be required to select their **industry classification** as well as the **commodities** they supply per **location**.

- **Automated distribution** of supplier information to organs of state will be done based on supplier type, supplier location, B-BBEE and commodities information.

What if I am already on an existing supplier database?

- Existing supplier databases will stay in force until supplier data have been migrated to the CSD.

- Supplier databases currently maintained by organs of state will be migrated to the CSD **from** 1 September 2015. Communication will be provided to a supplier requesting validation of information once migration is complete.

Summary & Wrap Up