CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

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national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

1. Introduction

The purpose of this document is to serve as a reference guide on how to register as a supplier on the Central Supplier Database (hereafter referred to as the CSD).

Suppliers will be required to have a valid e-mail address, cellphone number and bank account to register on the CSD.

Recommended browsers include:
· Chrome from version 40
· Firefox from version 36
· Internet Explorer from version 11
· Opera from version 26
· Safari from version 7

Note that Google's reCAPTCHA service is used to prevent irrelevant or unsolicited messages sent over the Internet. Therefore the browser must be able to connect to the following url: https://www.google.com/recaptcha

2. CSD Supplier Management Process

The CSD supplier management process outlines from when a user registers a new account on the CSD to when the organs of state access the verified supplier information on the CSD.
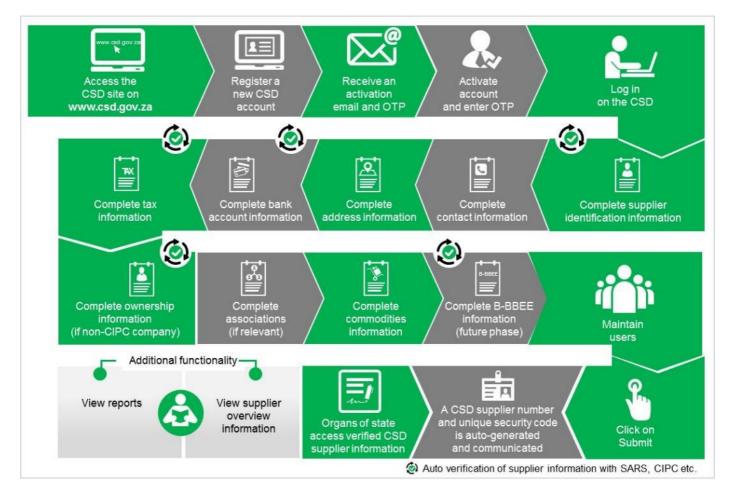
Figure 1 – CSD Supplier Management Process

2.1. Access the CSD site

Actions:
1.   Enter www.csd.gov.za

2.2. Register a new CSD account

Actions:
1.   Click on **Register**
2.   Enter email address
3.   Enter name
4.   Enter surname
5.   Enter cellphone number
6.   Select an identification type in the identification type dropdown
7.   Enter identification number
8.   Enter a password
9.   Confirm password
10. Select and complete 3 security questions
11. Check the **I am not a robot** Captcha
12. Check the **I accept the terms and conditions**
13. Click on the **Register** button

2.3. Receive an activation email and OTP

Actions:
1.   Open the CSD activation e-mail and click on the **Activate Account** link   • A One Time Pin (OTP) is sent as an SMS to the cellphone number provided on the registration screen

2.4. Activate account and enter OTP

Actions:
1.   Click on the **Activate Account** link
2.   Enter the OTP in the Account Activation screen
3.   Click on the **Submit** button

2.5. Log in

Once the user has successfully registered and activated their CSD account, the 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 password
4.	Check the **I accept the terms and conditions**
5.	Click on **Log in** button

2.6. Complete Supplier Identification Information

The below table outlines the different supplier types and supplier sub-types as well as the identification number and tax reference number that must be provided per supplier type.

The supplier type, supplier sub-type will be selected and identification type entered on the supplier identification section of the CSD. The tax reference number will be entered on the tax section of the CSD.

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. If a Foreign ID number or Foreign Passport number is provided then a Work Permit number must also be provided.	Income Tax Reference number if ID type is SA ID number. PAYE Reference number and VAT number is optional.
	SOLE PROPRIETORSHIP		
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
CIPC COMPANY	PUBLIC COMPANY (Ltd)	SA Company/ CC Registration number	Income Tax Reference number. VAT number is optional.
	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		
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		

Supplier Type	Supplier Sub-Type	Which ID type is required from the Supplier?	Which Tax number is required?
	PFMA SCHEDULE 3D - PROVINCIAL GOVERNMENT BUSINESS ENTERPRISES		
	TERTIARY INSTITUTION		
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		
	LOCALMUNICIPALITY -WESTERN CAPE		
	LOCAL MUNICIPALITY -FREE STATE		
	LOCAL MUNICIPALITY -NORTHERN CAPE		
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		

2.6.1. Add supplier identification for non-CIPC entity

Follow the below steps when adding the following supplier types (as per supplier type requirements table):
- Individual
- Foreign company
- Trust
- Unincorporated body of persons

Actions:
1. **Log in** on the CSD
2. Click on **My Suppliers**
3. Click on **Add supplier**
4. Select supplier type

Actions:
5.   Select supplier sub-type
6.   Select identification type
7.   Enter legal name
8.   Select country of origin
9.   Select industry classification
10. Select allow associates if you want to allow other CSD suppliers to associate themselves to this supplier
11. Click on **Save**

2.6.2. Add supplier identification for a CIPC company

Follow the below steps when adding a **CIPC company** (as per supplier type requirements table):

Actions:
1.   **Log in** on the CSD
2.   Click on **My Suppliers**
3.   Click on **Add supplier**
4.   Select **CIPC Company** as supplier type
5.   Select supplier sub-type
6. Enter South African / CC registration number
7.   Select industry classification
8.   Select allow associates if you want to allow other CSD suppliers to associate themselves to this supplier
9.   Click on **Save**   **Note:** The **business registration and ownership information** of the CIPC company will **automatically be verified with CIPC.** The Legal name, Trading name (if relevant), Business status and Registration date will automatically be returned by CIPC and will display on the Supplier Identification screen. The ownership details e.g. director name, surname, identification number etc. will automatically be returned by CIPC and will display on the Ownership screen (refer to Ownership section of this document). These fields are **not editable** and the supplier should **contact CIPC directly** if any of the information is inaccurate.

2.6.3. Add supplier identification for state owned entity or government entity

Follow the below steps when adding a **State Owned Entity** (not registered at CIPC) or **Government Entity** (as per supplier type requirements table). Note: If a state owned entity is registered at CIPC then follow the maintain supplier identification for a CIPC company steps.

Actions:
1.   **Log in** on the CSD
2.   Click on **My Suppliers**
3.   Click on **Add supplier**
4.   Select supplier type

Actions:	
5.	Select supplier sub-type
6.	Select government breakdown
7.	Select industry classification
8.	Select allow associates if you want to allow other CSD suppliers to associate themselves to this supplier
9.	Click on **Save**

2.7. Complete contacts information

Follow the below steps when adding a contact:

Actions:	
1.	Click on **Contacts** in the menu bar
•	The contact that is logged in will automatically be linked to the new supplier as a contact because a supplier must have at least one contact.
2.	Click on **Add Contact**
3.	Enter E-mail address
4.	Select '**Is this your preferred contact?**' if the contact is the supplier's preferred contact
5.	Select identification type
6.	Enter identification number
7.	Enter name(s)
8.	Enter surname
9.	Select contact type
10.	Select preferred communication method
11.	Enter telephone number (optional)
12.	Enter cellphone number
13.	Enter fax number (optional)
14.	Enter toll free number (optional)
15.	Enter website address (optional)
16.	Select **Do you want this contact to also be a CSD user?** (optional)
17.	Click on **Save**

2.8. Complete address information

Follow the below steps when adding an address:

Actions:	
1.	Click on **Address** in the menu bar
2.	Click on **Add address**

Actions:
3. Select Address type
4. Enter Address Line 1
5. Enter Address Line 2 (optional)
6. Select Country
7. Select Province
8. Select District
9. Select Municipality
10. Select City
11. Enter Suburb
12. Select Ward (optional)
13. Enter Postal Code
14. Select Preferred address (optional but must have at least one preferred address)
15. Select the option if the address captured is the same as physical, postal, payment and or delivery address
16. Click on **Save**

2.9. Complete bank account information

When a new bank account is added or any existing bank accounts are edited, an OTP will be sent to the preferred contact. A notification e-mail will be sent to the supplier's preferred contact and the user making the changes when changes are made to the supplier's banking information.

The bank account information will automatically be verified with the CSD. The bank name and branch name will automatically be returned by the CSD and will display on the Bank Account list. These fields are not editable.

Follow the below steps when adding a bank account:

Actions:
1. Click on **Bank** in the menu bar
2. Click on **Add bank account**
3. Enter account holder
4. Select the account type
5. Enter account number
6. Enter branch number
7. Click on **Send OTP**
• A One Time Pin (OTP) is sent as an SMS to the cellphone number of the preferred contact.
8. Enter OTP
9. Click on **OTP Submit**

2.10. Complete tax information

The tax information will automatically be verified with SARS and a tax clearance status and tax clearance certificate date (if a valid tax clearance certificate) will be automatically be returned by SARS. These fields are not editable.

If a supplier **does not have a valid tax clearance certificate** then follow the below steps:

Actions:
1. Click on **Tax** in the menu bar   • Do you have a valid tax clearance certificate is preselected
2. Unselect **Do you have a valid tax clearance certificate**
3. Click on **Save**

If a supplier **has a valid tax clearance certificate** then follow the following steps:

Actions:
1. Click on **Tax** in the menu bar
2. Enter tax reference number(s)
3. Select **Do you want to be notified prior to your tax clearance certificate expiry** (optional)
4. Click on **Save**   • The **tax information** of the supplier will **automatically be verified with SARS.** The tax clearance certificate status and tax clearance certificate expiry date (if a valid tax clearance certificate) will automatically be returned by SARS and will display on the tax screen. These fields are **not editable** and the supplier should **contact SARS directly** if any of the information is inaccurate.

2.11. Complete ownership information

The ownership information of a CIPC company will automatically be verified with CIPC. The ownership details e.g. director name, surname, identification number, director type, director status and appointment date will automatically be returned by CIPC and will display on the Ownership screen. These fields are not editable.

If the company is **not registered at the CIPC** then follow the below steps:

Actions:
1. Click on **Ownership** in the menu bar
2. Click on **Add Owner**
3. Select identification type
4. Enter identification number
5. Enter country of origin
6. Enter name(s)
7. Enter surname

Actions:	
8.	Select the director type
9.	Select the status
10.	Select the appointment date
11.	Click on **Save**

2.12.   Complete associations

A supplier can only associate itself to another supplier that is registered on the CSD. Follow the below steps when adding an association:

Actions:	
1.	Click on **Associations** in the menu bar
2.	Click on **Add Association**
3.	Enter associate supplier number
4.	Select what is the association
5.	Click on **Save**

2.13.   Complete commodities information

Follow the below steps when adding commodities:

Actions:	
1.	Click on **Commodity** in the menu bar
2.	Click on **Add Commodity**
3.	Enter name
4.	Enter description (optional)
5.	Select segment
6.	Select family
7.	Select classes and commodities
8.	Click on **Add**
9.	Click on **Save and Continue**

Follow the below steps when adding the location of where the goods and services can be delivered:

Actions:	
1.	Nationwide is preselected
2.	Unselect Nationwide if the goods and services are not provided nation wide
3.	Unselect Province wide if the goods and services are not provided across all provinces
4.	Select Province
5.	Select District

Actions:
6. Select Municipalities
7. Click on **Save**

2.14. Maintain Users

Follow the below steps to dis-associate a user:

Actions:
1. Click on **User** in the menu bar
1. Click on **Dis-associate**
2. Click on **OK**

2.15. Click on submit

Actions:
1. Click on **Overview** in the menu bar   • This will display an overview of the completion status of the supplier information, the verification status of the information verified with external systems as well as key information
2. Click on **Submit**   • Supplier information is again verified with external systems (e.g. SARS, CIPC etc.) and if successful then a supplier number and unique supplier security code are auto-generated

2.16. Organs of state access verified supplier information

Once the supplier information is successfully submitted then organs of state can access the verified supplier information. Suppliers can provide their CSD supplier number and unique security code to organs of state to view their verified CSD supplier information.

2.17. View supplier overview information

The Overview Screen provides the status of a supplier. The icons are hyperlinks and can be clicked to navigate the user to the relevant screen.

Actions:

1. Click on **Overview** in the menu bar
   • The **Completion Status** informs the supplier on the status of their information. The information will be either Completed, In Progress or Outstanding.
   • The **Verification Status** informs the supplier on the status of the information that must be verified by external systems e.g. SARS, CIPC etc. The information will either be Successful, Retry or Failed.
   • The **Key Information** include business status, tax compliance status and bank account status

2. Click on **Submit**   • If submit is successful then a CSD supplier number and unique security code will be auto-generated

2.18. View reports

2.18.1. Registration summary report

Follow the below steps to view the registration summary report:

Actions:
1. Click on **Reports** on the menu bar
2. Click on **Registration Summary**
3. Enter a supplier number
4. Enter a supplier registration security code
5. Click on **View Report**

2.18.2. Action log report

Follow the below steps to view the action log report:

Actions:
1. Click on **Reports** on the menu bar
2. Click on **Action Log**
3. Unselect Null next to supplier number if the user wants to filter on a specific supplier number
4. Unselect Null next to supplier reference number if the user wants to filer on a specific supplier reference number
5. Unselect Null next to User ID if the user wants to filter on a specific User ID
6. Click on **View Report**

3. Contact Details

Click on Contact Us.