Supplier Portal Created on 7/23/2024 9:35:00 AM



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Supplier Portal

Register and login

Register new supplier

Procedure



Step	Action
1.	Read the Terms and Conditions and Click 'I agree' button in order to continue with your registration.

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Step	Action
2.	Click OKAY after reading.
	Okay



Step	Action
3.	Click on the Register button to register the supplier.
	Register

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Step	Action
4.	Enter your MAAA Number "MAAA1234567 " into the field. You can retrieve your MAAA Number from the csd website at https://www.csd.gov.za.



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	Alternate Email Password								

Step	Action
5.	Enter your Unique Reference Number " A1234567-A123-1234- ABC123456789" into the field.

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	Supplier Name								
	Contact Email								
	Alternate Email								
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Step	Action
6.	Click "Verify Supplier" button to verify information from CSD.
	Verify Supplier

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		Verify Supplier							
	Supplier Name	UNSSIIVIM							
	Contact Email	visitnpsmouy@igImmiac.							
	Alternate Email								
	Password								
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Step	Action
7.	Enter your "Alternate Email" in order to receive a confirmation email.

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Step	Action
8.	Enter your preferred Password .

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Step	Action
9.	Click the Authentication Box to proceed.





Step	Action
10.	Select the correct Image to proceed.

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USER PRODUCTIVITY KIT

Step	Action
11.	Click on the Register button to complete your registration and you will receive an email notification once you have successfully registered.
	Register

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File Message Help		
eThekwini Supplier Portal Registration Confirmation		
noreply To Bonga Gumede; Bonga Gumede	٢	← Reply ≪ Reply All → Forward Tue 21/05/2024 11:16
Dear Supplier,		
Please note that your registration request using email address bongation registration request using email address bongation registration registratio registration	a has been received. The Preferred Contact on CS	SD has also been notified of the registration request
bonga.gumede@durban.gov.za. please contact the Municipality using email address eprocure behalf. Please follow the guide in the Quick Links Section should you require to update the P	ment@durban.gov.za lf bonga referred Contact Details on CSD.	is not authorised to register on the Company's
Thank you for your registration, Please use the following credentials to verify your account:	ttp://10.10.6.103:8085/Account/Login	
Username: MAAA A www. 7 Password: Durban⊛2024		
With kind regards,		
eThekwini SCM. Please read this confidentiality disclaimer:		
https://www.durban.gov.za/pages/government/edisclaimer		
Audit and Risk Assurance Services EMARAS Strives To Be Future Fit IS INTERNATION IS INTERNATION INTERNAL JUDIT MON We Assure + We Consult - We Add	AL Volue	

Step	Action
12.	See example of the email notification that will be received by the Supplier with Username and Password.



Step	Action
13.	Click here to login in order to complete your registration.
	Click here to Login



Step	Action
14.	
	End of Procedure.

Login as Supplier

Procedure

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			CSD MAAA No.	MAAA1234567											1
			Password												
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				Log in											
				🔒 Förgöt your passi	word?										
				Don't have an account ? Regist	er as a new user										

Step	Action
1.	Enter your MAAA Number " MAAA1234567 " into the field in order to login. MAAA1234567



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Step	Action
2.	Enter Password into the password field. Enter " Password@123 ".

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	Instructions		^					
	CSD MAAA No.	MAAA1234567						
	Password		Ô					
		I'm not a robot						
		Log in						
		Forgot your password?						
		Don't have an account ? Register as a new user						
	_							

Step	Action
3.	Click the Authentication Box to proceed.





Step	Action
4.	Select the correct Image to proceed.

We come Back! Type In to access your Supplier Porton. Colorebr Instructions CSD MAAA No. MAAA1224567 Possword Im not a robot Im n	- C A Not secure 10.10.6.103.6	1085/Account/Login		AN	\$7	ſħ	51	G	<u>80</u>	 -
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Log in		Password	✓ I'm not a robot							
Don't have an account ? Register as a new user		Brag - Smg								
			Don't have an account ? Register as a new user							

Step	Action
5.	Click on the Log in button to login into your Supplier profile.
	Log in



Step	Action
6.	
	End of Procedure.

Create a New Supplier

Create Supplier

Procedure



Step	Action
1.	Click on the Profile tab to complete the supplier profile.
	Profile



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 Dashboard Supplier Info 	1. Auth 2. CSD	(3) Add (4) Docs (5) Terms (6) Submit
Supplier Name UVISMNISI	Welcome Back !	eThekwini Municipality Supplier Portal
<u>CSD User</u> M910176AAA8	simplified	Supplier Information
<u>CSD ID</u> 03-EEI2-54822-98A- 146F2001AB0C67B2E9	Supplier Brofile	📄 🛱 Start Process
<u>eThekwini Supplier No.</u> dlctFeHeeoPurlrua	Business Name : VMIUSNISI	🖀 🤀 Confirm CSD Profile
Supplier Statuses	Mobile: 02 39072663	Capture Additional Information
Non-Compliant Tax Status	E-mail: pmos@niuiatglym.imi	🖆 💿 Upload Documents
<u>Business Status</u> In Business	Registration No : 712102/4021/47 Business Status In Business	Agree to Terms and Conditions
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Step	Action
2.	Click the Next button to go to the next tab.

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🔓 Dashboard 🛛 🥶	L Auth 2 CSD 3. Add	4 Docs 5. Terms 6. Submit
Supplier Info	Information Directors Commodity Contact Bank	Address Tax BBBEE Accreditation
UVISMNISI CSD User	Information - Please check and confirm that the CSD details are co	rrect. Any updates required must be done on the CSD website.
M910176AAA8	Supplier CSD No.	Please search for the existing Ethekwini supplier profile to link your new
CSD ID 03-EBI2-54822-9BA-	9MA6A8A7011	portal profile to your existing profile. Address Number
146F2001AB0C67B2E9	Supplier Classification	31255714
eThekwini Supplier No. dlctFeHeeoPurlrua	CIPC Company	OR
	Supplier Sub-classification	Tax Registration No.
🕂 Supplier Statuses 🗰	Private Company (Pty)(Ltd)	9792303183
Tax Status	Legal Name	OR
Non-Compliant Tax Status	VMIUSNISI	Company No.
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In Business		Search
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Step	Action
3.	Scroll down by the Information tab to verify your details. Should your details be incorrect, please go to https://www.csd.gov.za and change.
	Information



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Ň	/910176AAA8	Name(s)	Email Addrase
<u>c</u>	SDID	HLAEEHIAVLPPS	pmos@niuiatglym.imicsv
u 14	46F2001AB0C67B2E9	Surname	Cellahone Number
e	Thekwini Supplier No.	UTMMBEH	02 39072663
d	llctFeHeeoPurlrua	Appointment Date	Is Owner
ê s	Supplier Statuses 🛛 🐻	2021/12/13 12:00:00 AM	True
l	i <u>ax Status</u>	Director Type	Ownership Percentage
N S	Ion-Compliant Tax Status	rtrei;noeDOcwr	.01000
B	Business Status	Director Status	EthnicGroup
In Business		Active	C8.SupplierPortal.Web.Models.EthnicGroup

Step	Action
4.	Scroll down by the Directors tab to verify your details. Should your details be incorrect, please go to https://www.csd.gov.za and change.

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Supplier Name MPZWEIEHE CSD Liser	Information Directors Commo Commodity - Please check and confir	dity Contact Bank Ad m that the CSD details are correct	dress Tax BBBEE /	Accreditation	ĺ
CSD ID 05252E131-E26F- 0EB458FB-1-0562E882FE	# Segment	Family	Class	Commodity	Commodity Code
<u>eThekwini Supplier No.</u> HucaldeuPFrrieeto	1 Building and Construction Machinery and Accessories	Heavy construction machinery and equipment	Earth moving machinery	Concrete pile cutter	22101537
🚊 Supplier Statuses 🛛 📟	2 Education and Training Services	Educational facilities	Educational technology	Audio visual technology	86141702
<u>Tax status</u> Non-Compliant Tax Status	3 Building and Construction Machinery and Accessories	Heavy construction machinery and equipment	Heavy equipment components	Bucket tooth	22101722
<u>Business Status</u> In Business	4 Cleaning Equipment and Supplies	Water and wastewater treatment supply and disposal	Water treatment and supply equipment	Wastewater coalescer	47101563
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Step	Action
5.	Scroll down by the Commodity tab to verify your details. Should your details be incorrect, please go to https://www.csd.gov.za and change.
	Commodity

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M910176AAA8	Contact Type	Cellphone No.
CSD ID 03-FRI2-54822-9RA-	OBide icff	02 39072663
146F2001AB0C67B2E9	Name(s)	Telephone No.
<u>eThekwini Supplier No.</u> dlctFeHeeoPurlrua	hlaeEhiaVIpps	
Supplier Statures	Surname	Email Address
	utMmbeh	pmos@niuiatglym.imicsv
Tax Status	South African Identification Number	Fax No.
Status	5643260700858	
Business Status		Website
In Business		
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Step	Action
6.	Scroll down by the Contact tab to verify your details. Should your details be incorrect, please go to https://www.csd.gov.za and change.





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M9I0I/6AAAB	Account Holder		
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146F2001AB0C67B2E9	Account Type		
<u>eThekwini Supplier No.</u> dlctFeHeeoPurlrua	Current Accounts		
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Tax Status	Branch Number		
Status	202226		
Business Status	Branch Name		
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Step	Action
7.	Scroll down by the Bank tab to verify your details. Should your details be incorrect, please go to https://www.csd.gov.za and change.

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	CSD User MA7IAI6089A CSD ID C114P19012-51P729-	Address Line 1 O hBilds ualibas 5ei zos8oolk		
	9024061A560BFABE2 eThekwini Supplier No. queutFHIreePodicr	Address Line 2 oUmzil		
¢	Supplier Statuses	Country South Africa		
	Non-Compliant Tax Status	Province KwaZulu-Natal		
	<u>Business Status</u> In Business	District eTheknini		
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Step	Action
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	Supplier Name NSISIIUMV	Information Directors Commodity Contact Bank Address Tax BB	IEE Accreditation
	<u>CSD User</u> Ma71A16089A	rux - Preuse Crieck, und commit discure Cab detuits die Conect. Any apaules required music	e duite un the Cab webarte.
	<u>CSD ID</u> C11482902-E28738-	Income Тах No. 7109339283	
	9024061A560BFABE2	PAYE No.	
	eThekwini Supplier No. aueutFHIreePodicr		
ê	Supplier Statuses 🛛 📟	Vat No.	
	Tax Status	Overall Tax Status	
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Step	Action
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7A4AM5825A0 <u>CSD ID</u> 3BF51-20-B-	BBBEE Verification Regulator	SANAS BBBEE Verification Agency NOT APPLICABLE
52E45EE085E6- 8680IE2FF212	Certificate Type	Black Woman Ownership
<u>eThekwini Supplier No.</u> urldraPueHeceloFt	Certificate No.	Certificate Signed By
🚊 Supplier Statuses 🛛 🕬		
<u>Tax Status</u> Non-Compliant Tax	1900/01/01 12:00:00 AM	1900/01/01 12:00:00 AM
Status	Certificate Expiry Date	SectorCharter
<u>Business Status</u> In Business	19nn/12/31 12:00:00 AM	Previous Next Sove

Step	Action
10.	Scroll down by the BBBEE tab to verify your details. Should your details be incorrect, please go to https://www.csd.gov.za and change. BBBEE

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🔓 Dashiboard 🛛 😂	1 Auth 2 CSD 3 Add 4 Doc	cs (5.) Terms (6.) Submit
<u>Supplier Name</u> MPZWEIEHE	Information Directors Commodity Contact Bank Address Tax Accreditation - Please check and confirm that the CSD details are correct. Any updates (BBBEE Accreditation required must be done on the CSD website.
CSD User 4A0A25857AM CSD ID	# Accreditation Number Reg Date Verified Last Verified	Body Code Rating Description Name
05252E131-E26F- 0EB458FB-1-0562E882FE eThekwini Supplier No.		
HucaldeuPFrileeto		
<u>Tax Status</u> Non-Compliant Tax Status		
<u>Business Status</u> In Business		
		Previous Next Save

Step	Action	
11.	Scroll down by the Accreditation tab to verify your details. Should your details be incorrect, please go to https://www.csd.gov.za and change.	

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	Supplier Name VUSIMNISI	Information Directors Commodily Contact Bank Address Tax BBBE Accreditation	abeita
	CSD User MAAA1160897		
	CSD ID C21E2198-3180-4880- A0F2-07A9665282E4	# Accreditation Number Reg Date Verified Last Verified Body Code	Rating Description Name
	<u>eThekwini Supplier No.</u> FuturePlaceHolder		
٩	Supplier Statuses (New) <u>Tax Status</u> Non-Compliant Tax Status Business Status		
	In Business		
			Previous Next Save

Step	Action	
12.	Click the Next button to go to tab 3. The Add tab.	
	Next	

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Ð	Supplier Info	Physical Address Preferred Contact Payable / Supplier Info 2886E Info Public Beneficiary Physical Address - Please check and confirm that the CSD details are correct. Image: CSD details are correct. Image: CSD details are correct.
	<u>CSD User</u> MA71A16089A	CSD - Supplier Address
	CSDID C11482902-E28738- 9024061A5608FABE2	Municipality eThekwini
	<u>eThekwini Supplier No.</u> aueutFHlreePodicr	Address Line I G hálMa ualitba Sei izoSSodk
ê	Supplier Statuses 🛛 🔤	Address Line 2
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	Non-Compliant Tax Status	Suburb
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Step	Action
13.	Scroll down by the Physical Address tab to verify your details. Should your details be incorrect, please go to https://www.csd.gov.za and change
	Physical Address



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Supplier Info 🛛 🔤		0 0 0
Supplier Name	Physical Address Preferred Contact Payable / Sup	plier Info BBBEE Info Public Beneficiary
NSISIIUMV CSD Utror	Preferred Contact - Please check and confirm that the	SSD details are correct.
MA7IA16089A	CSD - Supplier Contract	Broferred - Supplier Contact
CSD ID	Name(s)	Contact Name
9024061A5608FABE2	hplpil EeVahas	
eThekwini Supplier No.	Surname	Contact Email
aueutFHIreePodicr	etbmMhu	
Supplier Statuses 🛛 😥	Cellphone No.	Contact Phone Type
Tax Status	23620376 90	Please Select Contact Phone
Non-Compliant Tax Status	Email Address	Contact Phone Area Code
Business Status	aps.mmmnoutiysivlcg@ii	
In Business	Telephone No.	Contact Phone No.

Step	Action
14.	Scroll down by the Preferred Contact tab to verify your details. Should your details be incorrect, please go to https://www.csd.gov.za and change.
	Preferred Contact

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	Supplier Name ZEEMIPEWH	Physical Address Preferred Contact Payable / Supplier Info Preferred Contact - Please check and confirm that the CSD details as	BBBEE Info Public Beneficiary
	<u>CSD User</u> 7A4AM5825A0 <u>CSD ID</u> 38F51-20-8-	CSD - Supplier Contact	Preferred - Supplier Contact Contact Name
	eThekwini Supplier No. urldraPueHeceloft	surname ebhleM	Contact Email
¢	Supplier Statuses 🛛 🔤	Cellphone No. 3141230 86 2	Contact Phone Type Please Select Contact Phone
	<u>Tax Status</u> Non-Compliant Tax Status	Email Address iwmhe@maz.epgilemoc	Contact Phone Area Code
	Business Status In Business	Telenhone No	Control Phone No Prévious Nest Sove



Step	Action
15.	Click on the Contact Name field to enter supplier's contact name.

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Supplier Name EERTUNTDSS EISAIERPTOGERNTHAB	Physical Address Preferred Contact Payoble / Supplier Info Preferred Contact - Please check and confirm that the CSD details	BBBEE Info Public Beneficiary are correct.
<u>CSD User</u> M00AA40A030	CSD - Supplier Contact	Preferred - Supplier Contact
CSD ID C8860-94-40D84-D37- E7F0EC6277E816F96	Name(s) hraCittoe	Contact Name hraCittae iashieM
<u>eThekwini Supplier No.</u> eHrurtceluoaFdIPe	iashleM	Contact Email
🚊 Supplier Statuses 🛛 🔤	Cellphone No.	Contact Phone Type
<u>Tax Status</u> Non-Compliant Tax	Email Address	Hease Select Contact Phone Contact Phone Area Code
Status	pclk.hehm@iomlooagaaml	
<u>Business Status</u> In Business	Telenhone No	Contract Phone No.

Step	Action	
16. Enter supplier preferred Contact Name e.g. " Velaphi ElphasMthem		
	Velapphi Elphas Mthembu	



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Supplier Name EERTLNTDSS EISAIERPTOGERNTHAB	Physical Address Preferred Contact Payable / Supplier Info Preferred Contact - Please check and confirm that the CSD details a	BBBEE Info Public Beneficiary
<u>CSD User</u> M00AA40A030	CSD - Supplier Contact	Preferred - Supplier Contact
<u>CSD ID</u> CB860-94-40DB4-D37- E7F0EC6277E816F96	Name(s) hraClitoe	Contact Name hraCittoe iashleM
<u>eThekwini Supplier No.</u> eHrurtceluoaFdlPe	Surname iashleM	Contact Email
🔒 Supplier Statuses 🛯 📾	Cellphone No.	Contact Phone Type
<u>Tax Status</u> Non-Compliant Tax Status	Email Address pclk.hehm@iomlocogaaml	Contact Phane Area Code
<u>Business Status</u> In Business	Telenhone No	Contract Phone No.

Step	Action
17.	Click the Contact Email field to enter your supplier preferred contact email.

SUPPLIER PORTAL	Profile Hello MAAA1160897! Log off	uucPeePtdorHidelr 🌲 IUSMIVSNI 10679AAAB1M
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💭 Supplier Info 🛛 😁		
<u>Supplier Name</u> NSISIIUMV <u>CSD User</u>	Physical Address Preferred Contact Payable / Su Preferred Contact - Please check and confirm that the	pplier Info BBBE Info Public Beneficiary
MA7IA16089A	CSD - Supplier Contact	Preferred - Supplier Contact
CSD ID	Name(s)	Contact Name
9024061A560BFABE2	hplpil EeVahas	Velaphi Elphas Mthembu
eThekwini Supplier No.	Surname	Contact Email
aueutFHIreePodicr	etbmMhu	vusimnisipty@gmail.com
🚊 Supplier Statuses 🛛 📟	Cellphone No.	Contact Phone Type
Tax Status	23620376 90	Please Select Contact Phone
Non-Compliant Tax	Email Address	Contact Phone Area Code
Status	aps.mmmoutiysivlcg@ii	
In Business	Telephone No.	Contact Phone No.

Step	Action
18.	Enter Contact Email into the field. Enter "vusimnisipty@gmail.com".



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🔓 Dashboard 🛛 📟	1 Auth 2 CSD 3 Add 4 Docs 5 Terms 6 Submit
Supplier Info	Physical Address Preferred Contact Poyable / Supplier Info BBBEE Info Public Beneficiary Preferred Contact - Please check and confirm that the CSD details are correct.
<u>CSD User</u> M00AA40A030	CSD – Supplier Contact Preferred – Supplier Contact
<u>CSD ID</u> CB860-94-40DB4-D37- E7F0EC6277E816F96	Name(s) Contact Name hraCittae hraCittae iashielM
<u>eThekwini Supplier No.</u> eHrurtceluoaFdlPe	Sumame Contact Email iashleM pcikhehmgiamlooagaaml
🏚 Supplier Statuses 🛛 🔤	Cellphone No. Contact Phone Type 00080625 44 Please Select Contact Phone
<u>Tax Status</u> Non-Compliant Tax Status	Email Address Contact Phone Area Code polichehmeliomlooogaami
Business Status In Business	Telephone No Contract Phone No

Step	Action	
19.	Click the Contact Phone Type 1 Combo Box.	
	Please Select Contact Phone	

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) Dashboard 😐	1 Auth 2 CSD 3. Add	(4) Docs (5) Terms (6) Submit
Supplier Name EERTLNTDSS EISAIERPTOGERNTHAB	Physical Address Preferred Contact Payable / Supplier Info Preferred Contact - Please check and confirm that the CSD details an	BBBEE Info Public Beneficiary
<u>CSD User</u> M00AA40A030	CSD – Supplier Contact	Preferred - Supplier Contact
CSD ID CB860-94-40DB4-D37- F7E0FC6277F816F96	Name(s) hraCittoe	Contact Name hraClttoe iashleM
eThekwini Supplier No. eHrurtceluoaFdlPe	Surname iashleM	Contact Email pclk.hehm@iomlooagaaml
Supplier Statuses	Cellphone No. 00080625 44	Contact Phone Type Please Select Contact Phone
<u>Tax Status</u> Non-Compliant Tax	Email Address	Please Select Contact Phone Telephone
Business Status	pcikhehm@iomlooagaaml Telenhone No	Contact Phone No.
		Previous Next Save

Step Action 20 GL	
Step Action 20. Choose the supplier preferred Contact Phone type from the combo box.	Choose the supplier preferred Contact Phone type from the combo box.





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<u>Supplier Name</u> ZWEEMPIEH	CSD - Supplier Contact Name(s)	Preferred - Supplier Contact
CSD User	emipwihS	emipwihS Mehebl
A5825M4AA70	Surname	Contact Email
CSD ID EFF3F0E2EB65525E12218E-	Mehebl	ee.mm@ailezghiwapcm
-210850-48-6B	Cellphone No.	Contact Phone Type
eThekwini Supplier No.	42 8 0611233	Cellphone
deFacrPllreutHueo	Email Address	Contact Phone Area Code
🚊 Supplier Statuses 🛛 😬	ee.mm@oilezghiwapcm	
Tax Status	Telephone No.	Contact Phone No.
Non-Compliant Tax Status	42 8 0611233	
Business Status	South African Identification Number	Remittance Email
In Business	0541084884085	
	Fax No.	· · · · · · · · · · · · · · · · · · ·

Step	Action
Step 21.	Click the Contact Phone No. field to enter your supplier preferred contact.

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Supplier Name	CSD - Supplier Contdct	Preferred - Supplier Contact	
NSISIIUMV	halai Seliakan	Volanti Cichan Villenniu	
CSD User	npipii tevonos	veidprit ciprids minemiou	
MA7IA16089A	Surname	Contact Email	
CSDID C11482902-F28738-	etbmMhu	vusimnisipty@gmail.com	
9024061A560BFABE2	Cellphone No.	Contact Phone Type	
eThekwini Supplier No.	23620376 90	Cellphone	
aueutFHIreePodicr	Email Address	Contact Phone Area Code	
🔒 Supplier Statuses 🛛 🔤	aps.mmmnoutiysivlcg@ii		
Tax Status	Telephone No.	Contact Phone No.	
Non-Compliant Tax Status		01234567899	
Bueinese Statue	South African Identification Number	Remittance Email	
In Business	0605873850264		
	Fax No.		
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Step	Action
22.	Enter the Contact Phone No. into the field. Enter "0123456789"



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🚡 Dashboard 🛛 🖼	1. Auth 2. CSD 3. Add	(4.) Docs (5.) Terms (6.) Submit
Supplier Name ZWEEMPIEH	CSD – Supplier Contact Name(s)	Preferred - Supplier Contact
CSD User A5825M4AA70	emipwihS Surname	emipwihS Mehebl Contact Email
<u>CSD ID</u> EFF3F0E2EB65525E12218E- -210850-48-68	Mehebl Cellphone No.	ee.mm@oilezghiwapcm Contact Phone Type
e <u>Thekwini Supplier No.</u> deFacrPilreutHueo	42.8 0611233 Email Address	Cellphone Contact Phone Area Code
🚊 Supplier Statuses 🚥	ee.mm@oilezghiwapcm	
Tax Status	Telephone No.	Contact Phone No.
Non-Compliant Tax Status	42 8 0611233	0123456789
Business Status In Business	South African Identification Number 0541084884085	Remittance Email
	Fax No.	· · · · · · · · · · · · · · · · · · ·
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Step	Action
23.	Click the Remittance Email field to enter the supplier's remittance email.

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Dashboard 😬	L Auth 2 CSD 3	Add (4.) Docs (5.) Terms (6.) Submit
Supplier Name NSISIUMV	CSD - Supplier Contact Name(s)	Preferred - Supplier Contact
<u>CSD User</u> MA71A16089A	hpipil LeVahas Surname	Velaphi Elphas Mithembu Contact Email
CSD ID C11482902-E28738- 9024061A5608FA8E2	etbmMhu Cellphone No.	vusimnisipty@gmoil.com Contact Phone Type
eThekwini Supplier No. aueutFHIreePodIcr	23620376 90	Cellphone
Supplier Statuses (Note: Statuses)	Email Address aps.mmmnoutiysivlcg@ii	Contect Phone Area Code
<u>Tax Status</u> Non-Compliant Tax Status	Telephone No.	Contact Phone No. 01234567899
Business Status	South African Identification Number	Remittance Email
In Business	06008/3890264 Fax No.	vusimispiy(egmai.com
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Step	Action
24.	Enter the Remittance Email into the field. Enter "youremail@email.com"





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CSD ID	Name(s)	Contact Name	iler contact		
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eThelowini Sunnlier No					
aueutFHireePodicr	Surname	Contact Email			
Supplier Statuses	etbmMhu	vusimnisipty@gm	ail.com		
supplier statuses	Cellphone No.	Contact Phone Type			
Tax Status	23620376 90	Cellphone			
Non-Compliant Tax Status	Email Address	Contact Phone Area	Code		
Rusinges Status	aps.mmmnoutiysivlcg@ii				
In Business	Telephone No.	Contact Phone No.			
		01234567899			
		01201001000			

Step	Action
25.	Click the Payable / Supplier Info tab to view and complete the required information.
	Payable / Supplier Info

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Supplier Name ZWEEMPIEH <u>CSD User</u> A5825M4AA70	Physical Address Preferred Payable Info - Please check	Contact Payable / and confirm that the C:	SD details are correct.	E Info Public Ber	neficiary				Î	
<u>CSD ID</u> EFF3F0E2E865525E12218E- -210850-48-68	Payment Reference Please Select Payment R Please Select Payment R	Reference							l	
eThekwini Supplier No. deFocrPllreutHueo	Default Payment Referer Single Payment Reference Multiple Payment Reference	e (DBN METRO – SVC; DE Per Payment – Per Tota e – Per Invoice Paymen	3N ICC – SVC; DBN uShc I Payment It	aka – SVC)					ľ	
Supplier Statuses Mee	dd//yyyy UIF No.							Ð		
Business Status In Business	PSIRA No.								Ŧ	
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Step	Action
26.	Click the Payment Reference combo box to choose the supplier preferred payment method



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	Supplier Name ZWEEMPIEH	Physical Address Payable Info - Ple	Preferred Contact	Payable / Supplier Info	BBBEE Info Public Ber prrect.	eficiary				Î	
	<u>CSD User</u> A5825M4AA70	Payment Referen	nce				Ş			l	
	CSD ID EFF3F0E2EB65525E12218E- -210850-48-68	Default Payme Payment Terms	nt Reference (DBN ME	TRO – SVC; DBN ICC – SVC; DE	8N uShaka – SVC)					I	
	<u>eThekwini Supplier No.</u> deFacrPllreutHueo	30 Days	ate							I	
ê	Supplier Statuses (New)	dd//yyyy							Ð		
	<u>Tax Status</u> Non-Compliant Tax Status	UIF No.									
	Business Status In Business	PSIRA No.									
								Previous	Next	Save	

Step	Action
27.	Click the COIDA Validity Date calendar search. COIDA - compensation for occupational injuries and diseases act. If the Supplier is registered under COIDA , please enter the COIDA validity date .
	dd/mm/yyyy

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	Supplier Nome ZWEMPEH CSD User A5825M4AA70 CSD ID EFT30622685525612208 -20680-48-68 eThekwini Supplier No.	Pri Su Mo Tu We Th Fr Sa Dot Porpoble / Supplier Info BBBEE Info Public Ber 28 29 30 1 2 3 4 sonfirm that the CSD details are correct. 19 20 21 22 28 25 sonfirm that the CSD details are correct. sonfirm that the CSD details are	neficiory	
¢	defactPlineutHuoo Supplier Statues Iax Status Non-Compilant Tax Status Business Status In Business	Cear Today What y/2024 UIF No. PSIRA No.	Revious Nect.	Şave

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28.	Select the date on the calendar to select the COIDA validity date.
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Supplier Inio Supplier Name ERFINITOSE ESAERPTOCERNITIAB CSD User M00AA40A030 CSD J2 C8860-94-40084-037- E7F0EC827FE8R986	CODA Validity Date dd//yyyy UIF No. PSIRA No.		
ethekwini Supplier No. eHrurtoeluoardiPe Supplier Statuses () <u>Tax Status</u> Non-Compliant Tax	Financial Year End dd//yyyy Smail Business Information Care Business	٥	l
Status <u>Rusiness Status</u> In Business	Economic Sector	Previous Nect 1	▼ Save

Step	Action
29.	Click the UIF No. field
	UIF - Unemployed Insurance Fund
	If the Supplier contributes towards the employee's UIF , please enter UIF No .

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Step	Action
30.	Click on the PSIRA No field .
	If the Supplier is registered under PSIRA , please enter the PSIRA No.

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Step	Action
31.	Click the Supplier Financial Year End date. Select the date on the calendar to select the Financial Year End of the supplier.



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<u>Tax Status</u> Non-Compliant Tax Status		
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Step	Action
32.	Click on the BBBEE tab to enter your information. BBBEE - Broad - Based Black Economic Empowerment BBBEE - Is a document verifying your business performance with regards to Black economic empowerment in South Africa. BBBEE Info

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Step	Action
33.	Click the BBBEE Start Date calender search.Select the date on the calender to select the BBBEE Start Date .



Step	Action
34.	Click the BBBEE Expiry Date calendar search. Select the date on the calendar to select the BBBEE Expiry Date .



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<u>Tax Status</u> Non-Compliant Tax Status	366	
<u>Business Status</u> In Business		

Step	Action
35.	Click on the Public Beneficiary tab in order to select the suppliers Public Beneficiary options.
	Public Beneficiary

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Supplier Statuses Tax Status Non-Compliant Tax	⊖ Yes ⊖ No	
Status		
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Step	Action
36.	Click Yes and select the name of the Public Beneficiary the supplier uses or click No if the supplier has no Public Beneficiary .
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E7F0EC6277E8I6F96 <u>eThekwini Supplier No.</u> eHirurtceluoaFdIPe Are ye	your company's banking details registered as a public beneficiary?	
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Step	Action
37.	Click the Next button to go to tab 4 .The Docs tab.
	Next
38.	
	End of Procedure.

Attaching Files

Procedure

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Step	Action
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Step	Action
2.	Select the Physical Location document to attach.
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Step	Action
3.	Click the Open button.



Step	Action
4.	Click on the Browse button to attach the Letter of Authority document.
	Browse

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Step	Action
5.	Select the Letter of Authority document to attach.
	Evidence of preferred contact 2

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Step	Action
6.	Click the Open button.
	Open 🔽

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Step	Action
7.	Click on the Browse button to attach the COIDA document. If the Supplier is registered under COIDA , please attach COIDA document.
	Browse



Step	Action
8.	Select the COIDA document to attach.
	COIDA - letter of good standing 3

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Step	Action
9.	Click the Open button.
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Step	Action
10.	Click on the Browse button to attach the BBBEE Certificate
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Step	Action
11.	Select the BBBEE Certificate document to attach.
	BBBEE certificate 4



Step	Action
12.	Click the Open button.
	Open 🔽

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Step	Action
13.	Click on the Browse button to attach the ID Copy of Representative.
	Browse



Step	Action
14.	Select the ID Copy of Representative document to attach.
	ID Copy of your representative 5

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Step	Action
15.	Click the Open button.



Step	Action
16.	Click on the Browse button to attach the Public Beneficiary Supporting Letter document. If the Supplier has a Public Beneficiary , please attach the Public Beneficiary document. Browse



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Step	Action
17.	Select the Public Beneficiary Supporting Letter document to attach.
	Public Beneficiary Supporting Letter 6

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Step	Action
18.	Click the Open button.
	Open



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Step	Action
19.	Click the Next button to go to tab 5 .The Terms tab.
	Next
20.	
	End of Procedure.

Save and Submit

Procedure





Step	Action
1.	Read and agree to the Terms and Conditions to submit your profile.



Step	Action
2.	Tick the check box to agree with the Terms and Conditions.







Step	Action
3.	Click the Next button to go to tab 6 .The Submit tab.



Step	Action
4.	Click on the Save button to save all your information including your attachments. The Save functionality will allow you to go back and make changes to previous Entered information.





Step	Action
5.	Click on the Submit button to submit your captured information.
	Submit



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Step	Action
6.	Once the Supplier has Submitted they are redirected into the Authorization page and their Profile is locked pending vetting. Their status will change to Supplier Submitted profile .



Step	Action
7.	Any notification pending on your profile will be alerted on the ring bell icon.
	.





Step	Action
8.	Click the Log off tab when you are done with you profile.
	Log off
9.	
	End of Procedure.