

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

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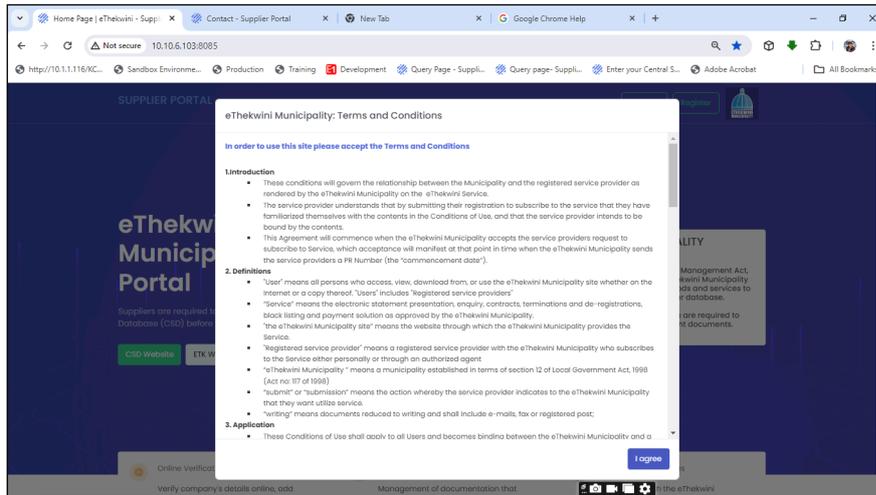
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# Supplier Portal

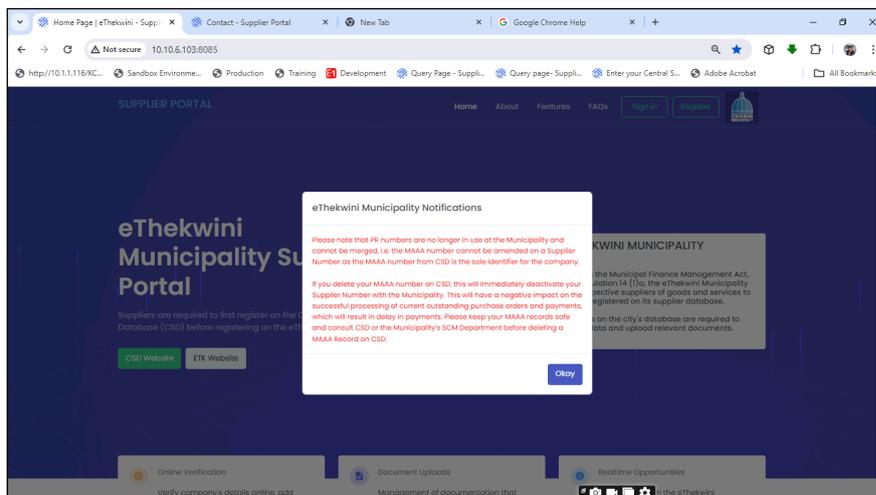
## Register and login

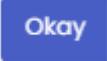
### Register new supplier

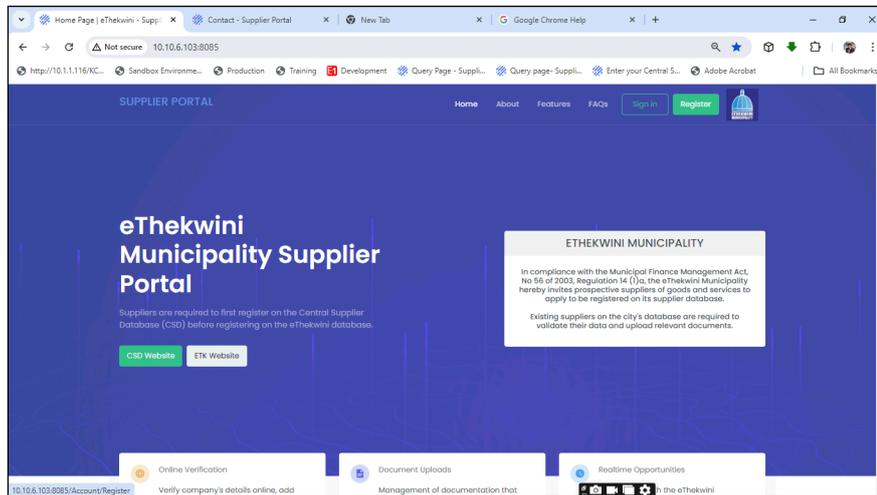
#### Procedure



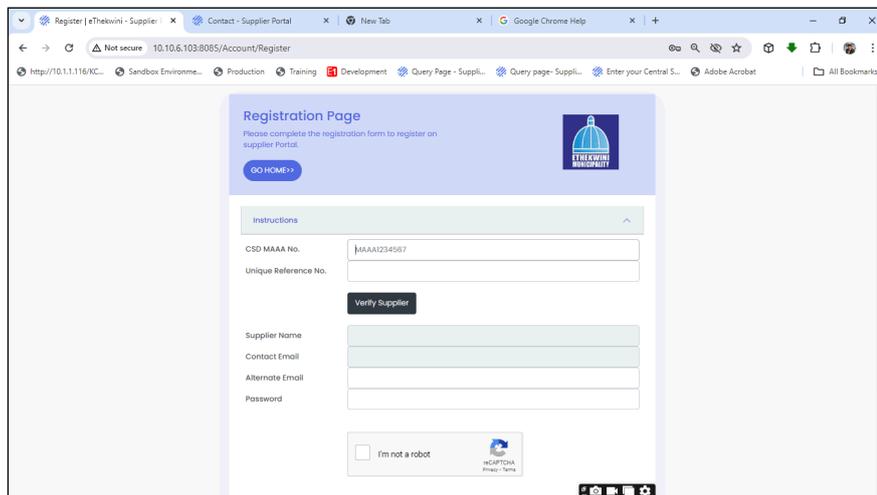
Step	Action
1.	Read the Terms and Conditions and Click <b>'I agree'</b> button in order to continue with your registration. 



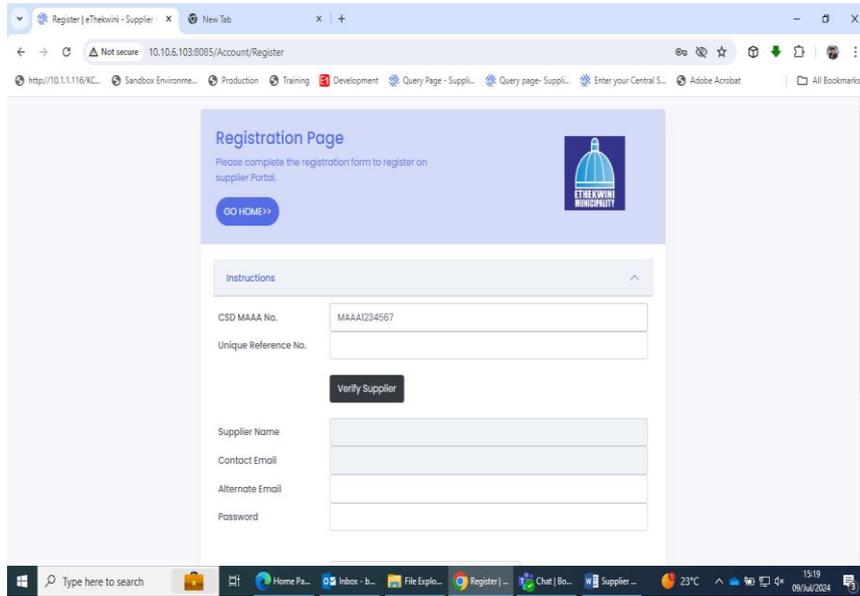
Step	Action
2.	Click <b>OKAY</b> after reading. 



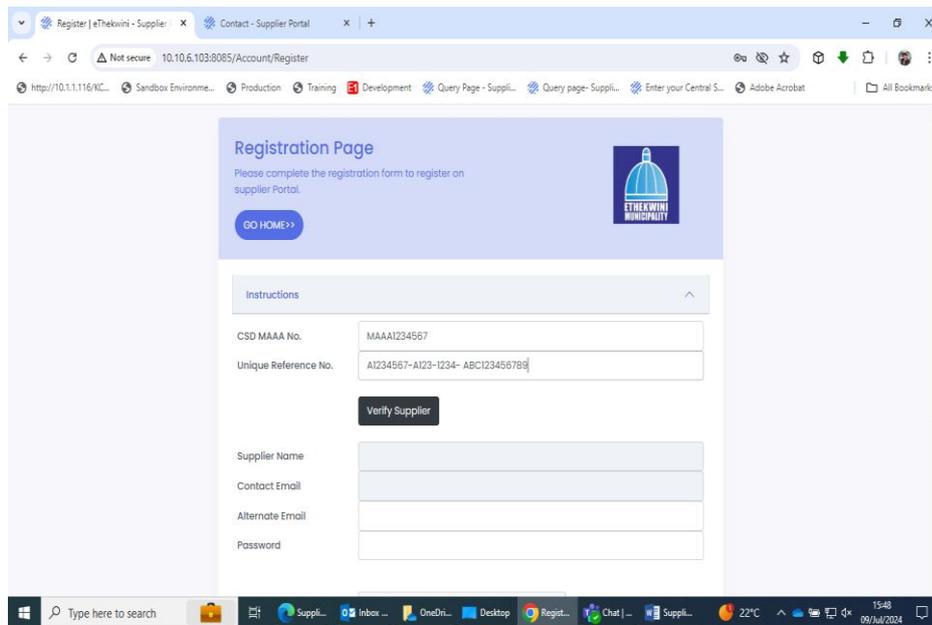
Step	Action
3.	Click on the <b>Register</b> button to register the supplier. 

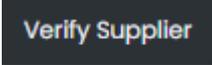


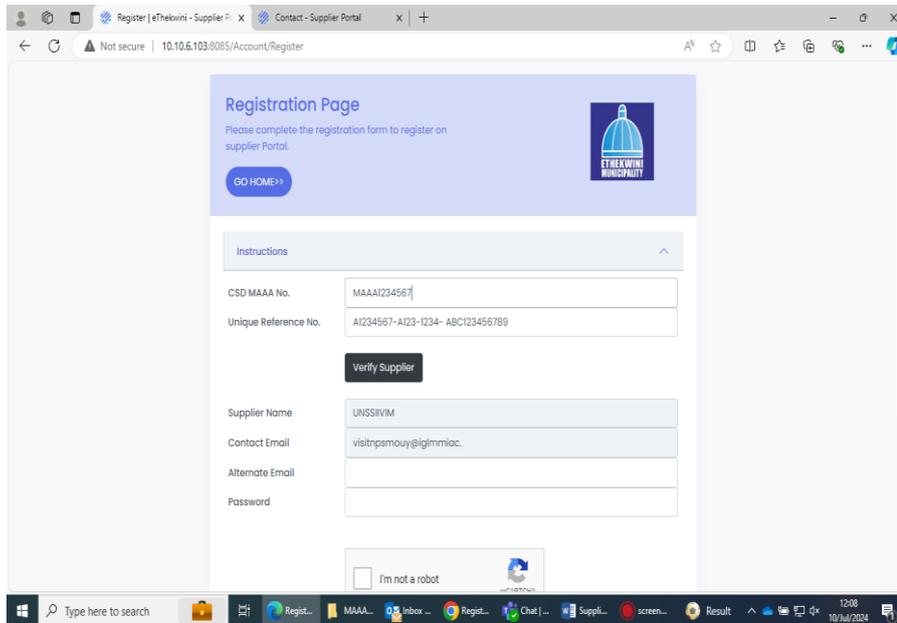
Step	Action
4.	Enter your <b>MAAA Number</b> " <b>MAAA1234567</b> " into the field. You can retrieve your MAAA Number from the csd website at <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> .



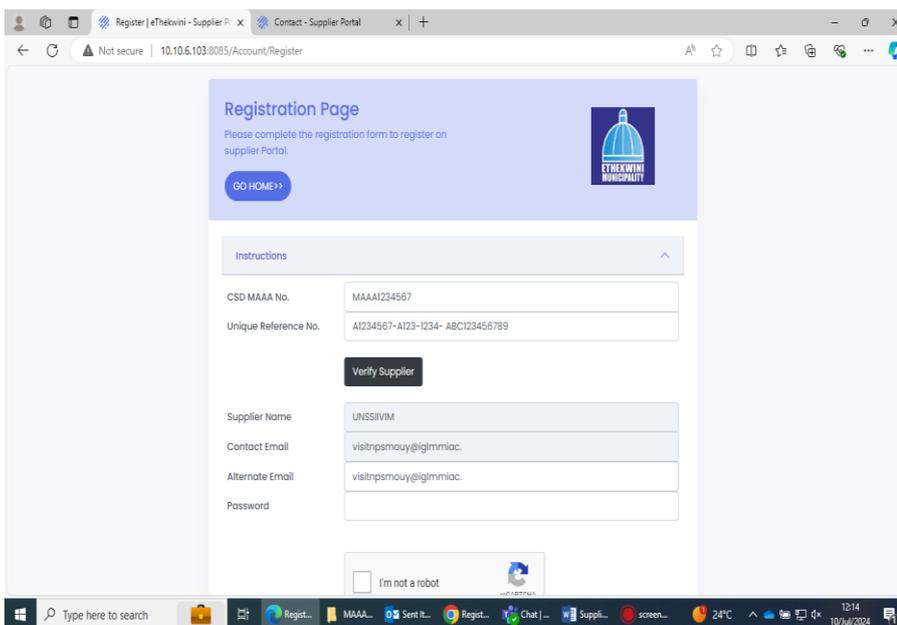
Step	Action
5.	Enter your <b>Unique Reference Number</b> " <b>A1234567-A123-1234-ABC123456789</b> " into the field.



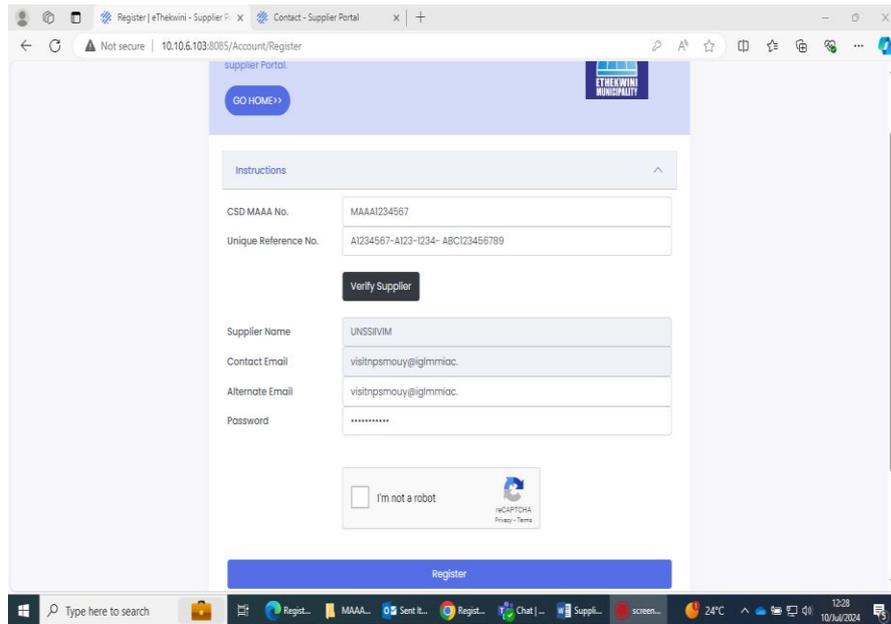
Step	Action
6.	Click " <b>Verify Supplier</b> " button to verify information from CSD. 



Step	Action
7.	Enter your " <b>Alternate Email</b> " in order to receive a confirmation email.

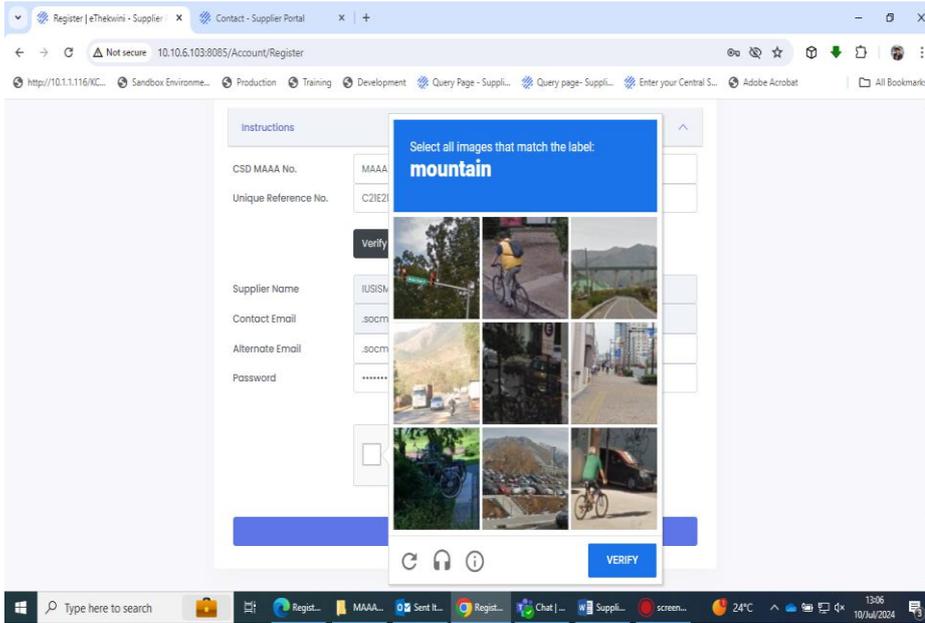


Step	Action
8.	Enter your preferred <b>Password</b> .

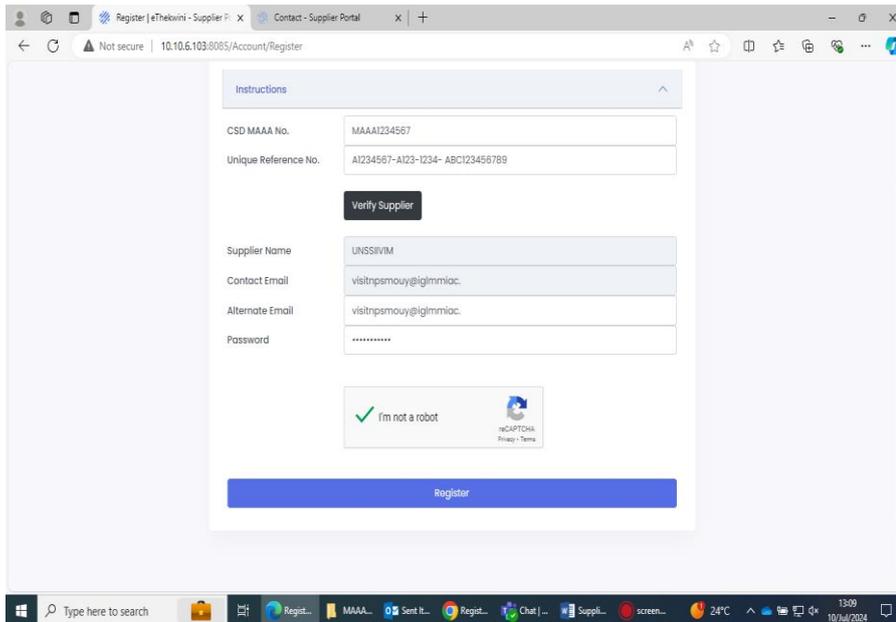


Step	Action
9.	Click the <b>Authentication Box</b> to proceed.

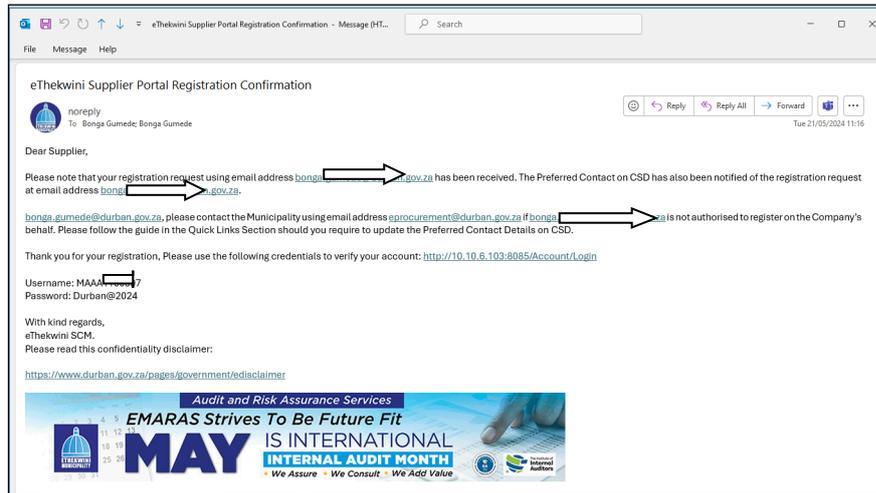




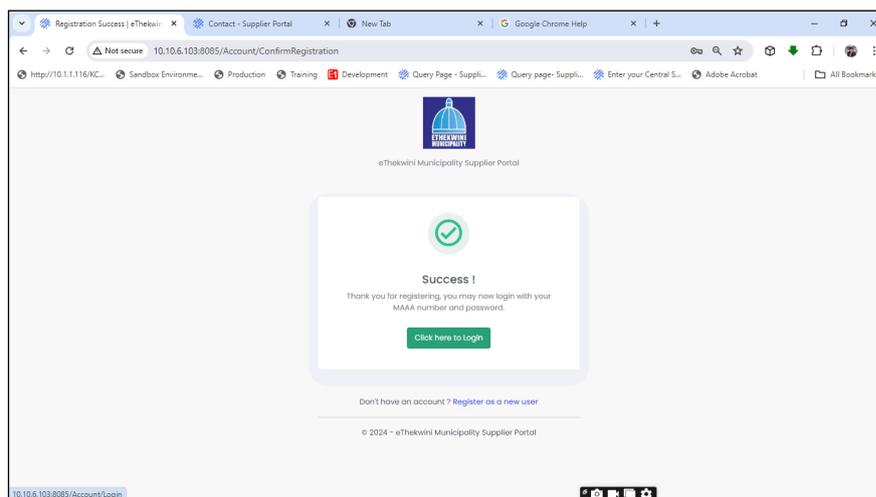
Step	Action
10.	Select the correct <b>Image</b> to proceed.

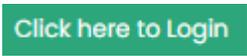


Step	Action
11.	Click on the <b>Register</b> button to complete your registration and you will receive an email notification once you have successfully registered. 



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

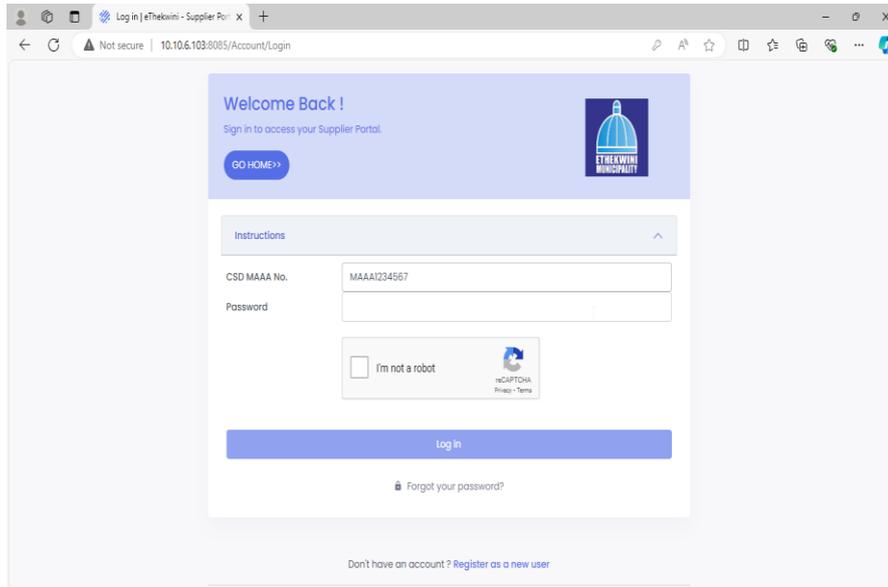


Step	Action
13.	<b>Click here to login</b> in order to complete your registration. 

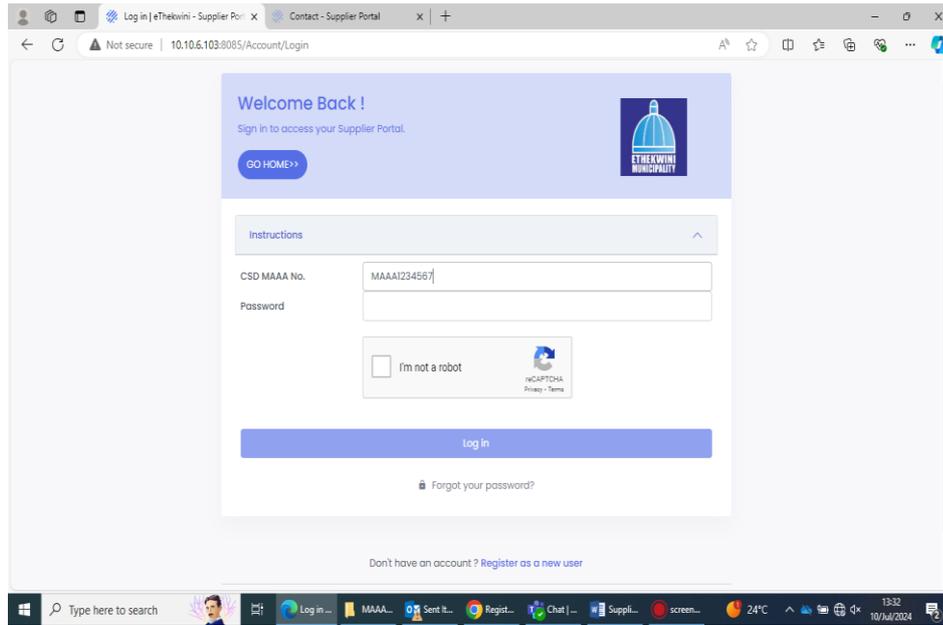
Step	Action
14.	<b>End of Procedure.</b>

## Login as Supplier

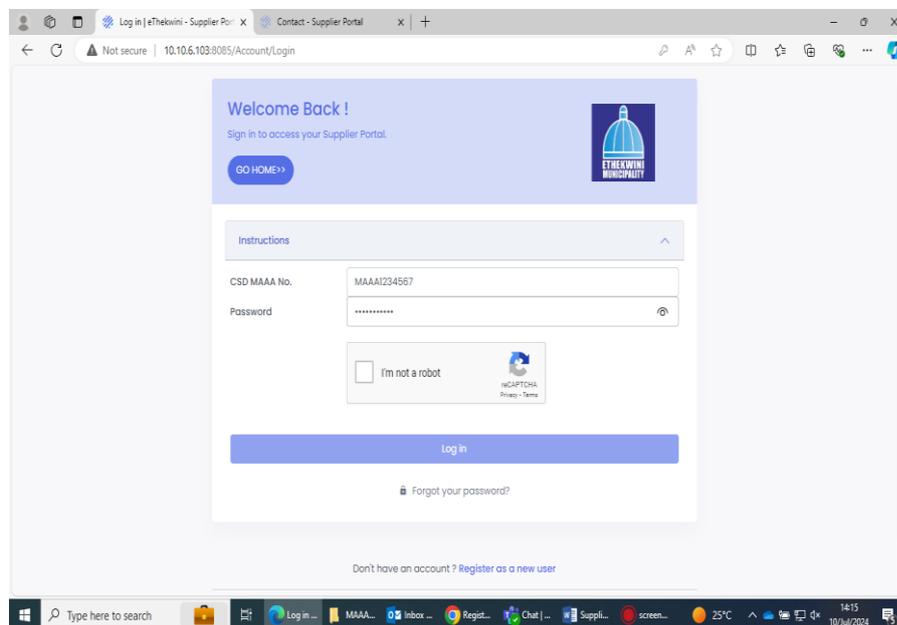
### Procedure



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

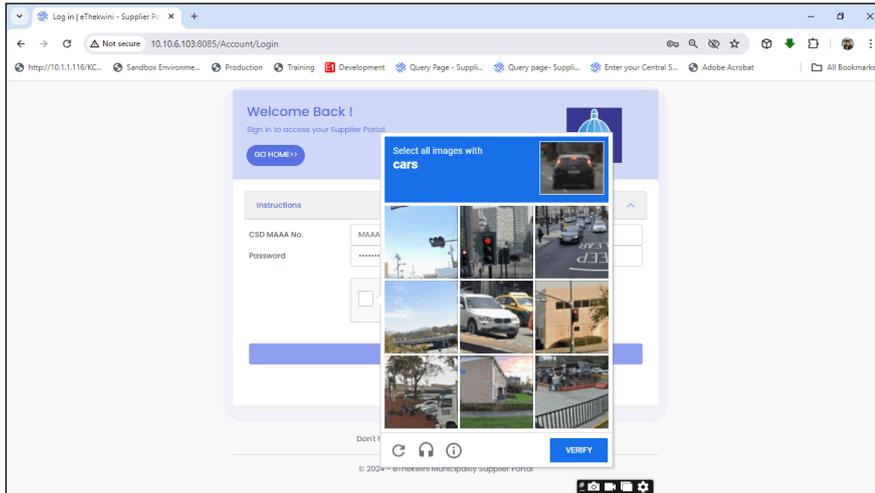


Step	Action
2.	Enter <b>Password</b> into the password field. Enter " <b>Password@123</b> ".

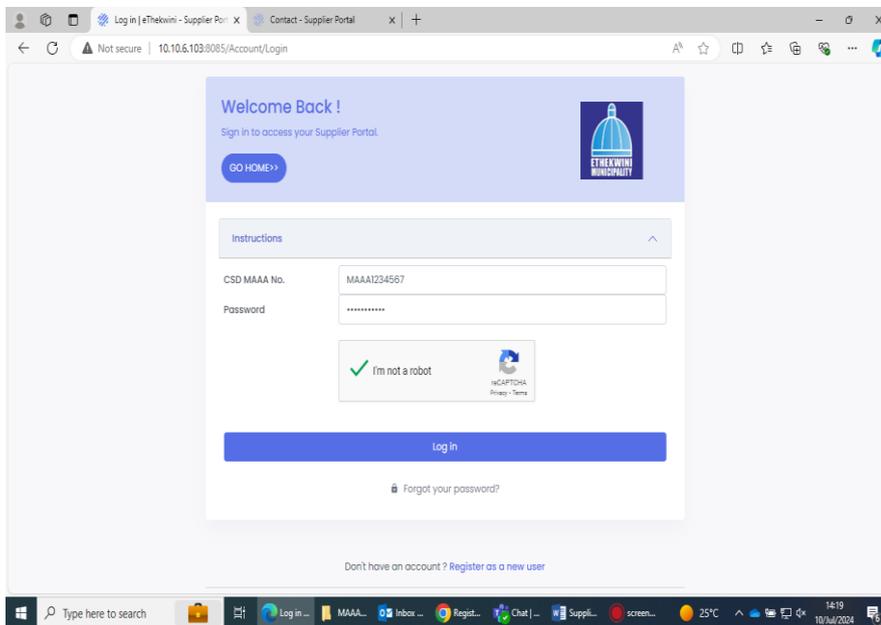


Step	Action
3.	Click the <b>Authentication Box</b> to proceed.





Step	Action
4.	Select the correct <b>Image</b> to proceed. 

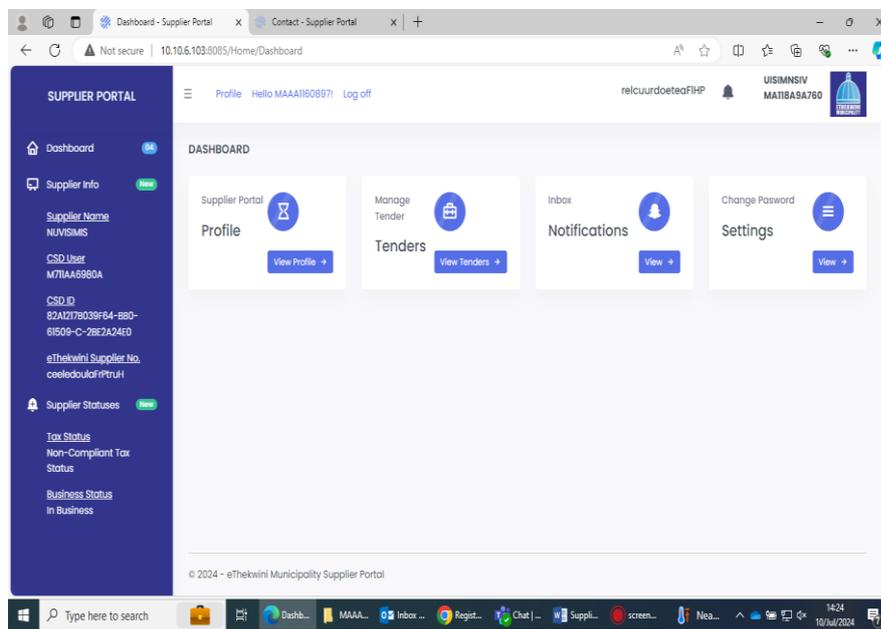


Step	Action
5.	Click on the <b>Log in</b> button to login into your Supplier profile. 

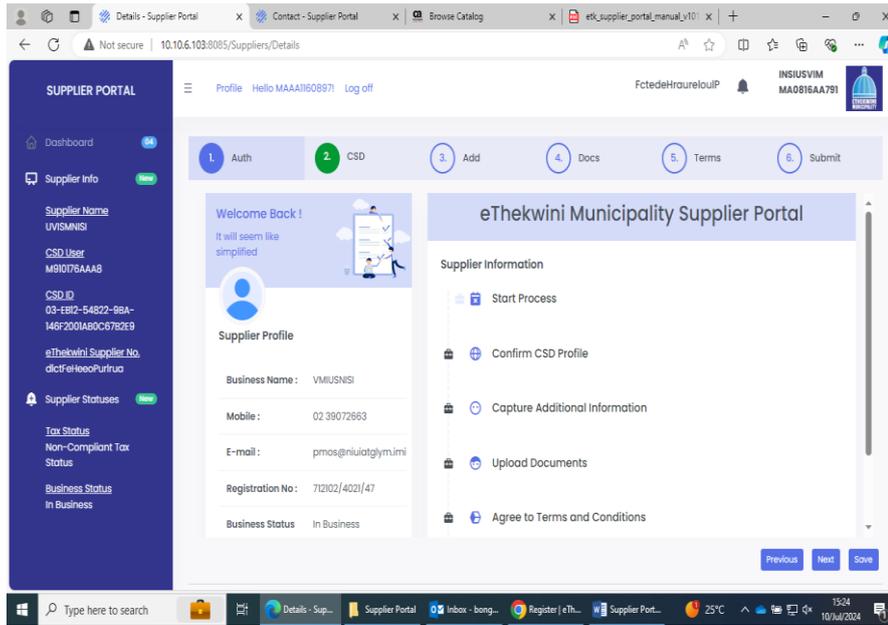
Step	Action
6.	<b>End of Procedure.</b>

## Create a New Supplier

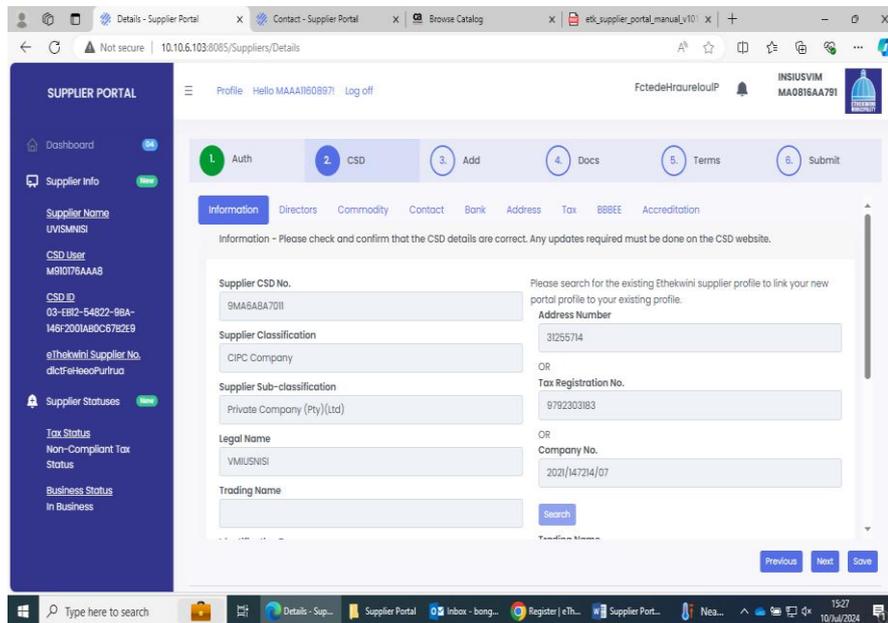
### Create Supplier Procedure



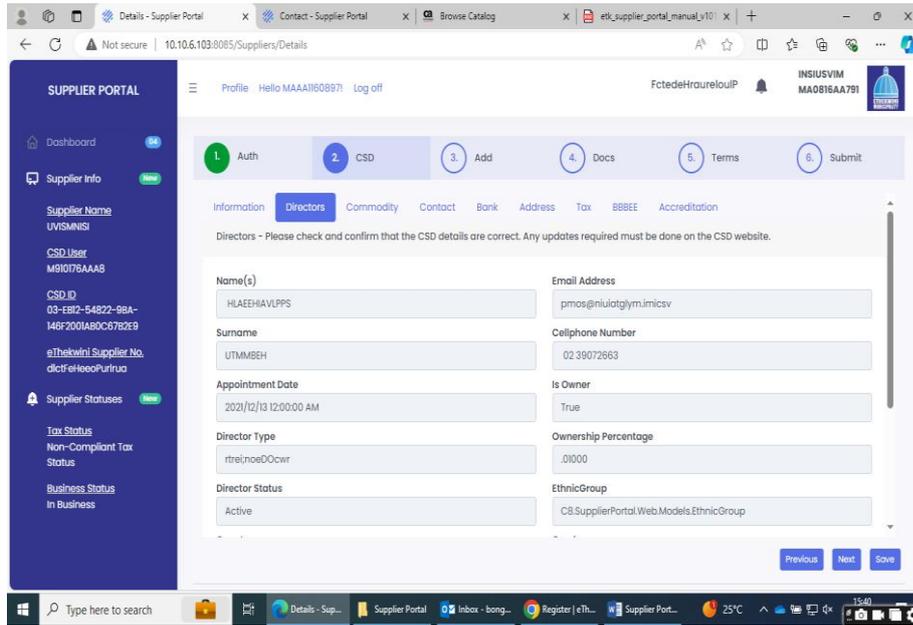
Step	Action
1.	Click on the <b>Profile</b> tab to complete the supplier profile.  <b>Profile</b>



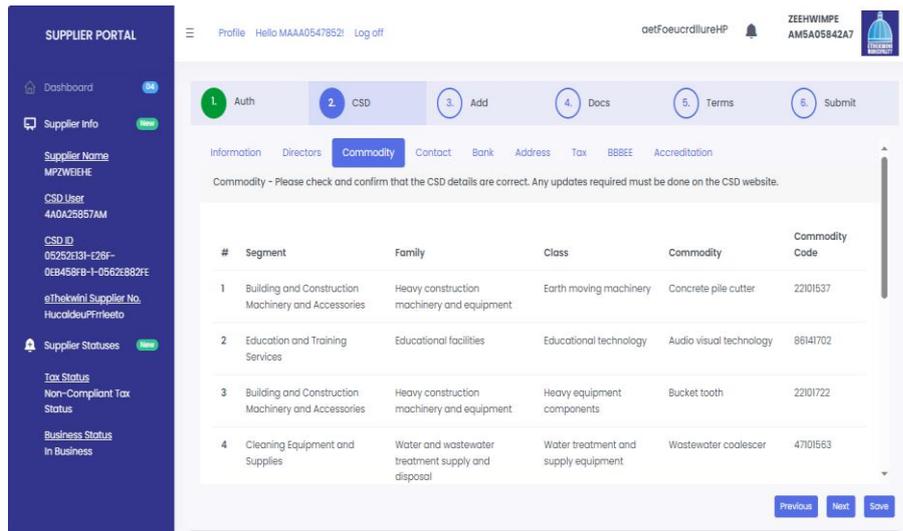
Step	Action
2.	Click the <b>Next</b> button to go to the next tab.



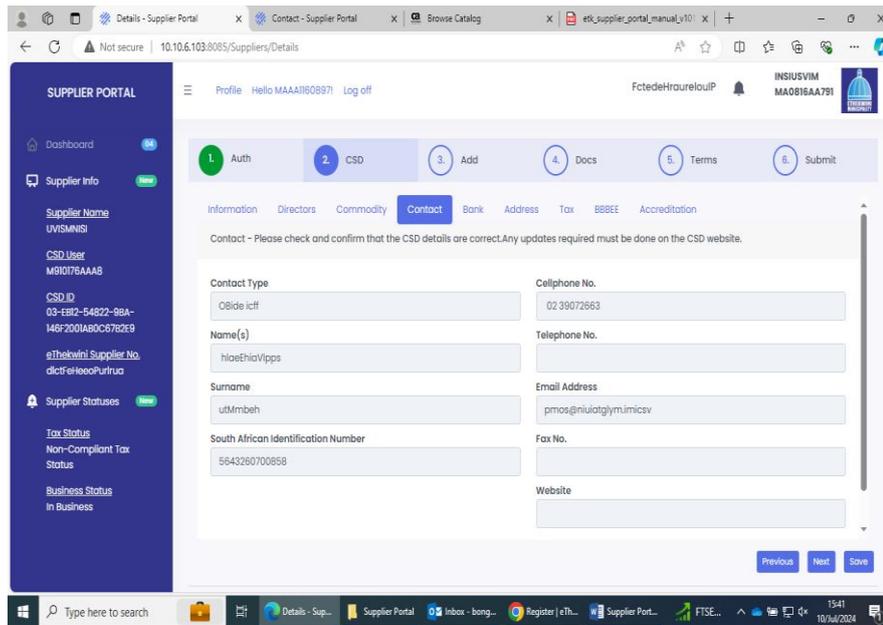
Step	Action
3.	<p>Scroll down by the <b>Information</b> tab to verify your details. Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change.</p> <p style="text-align: center;"><b>Information</b></p>



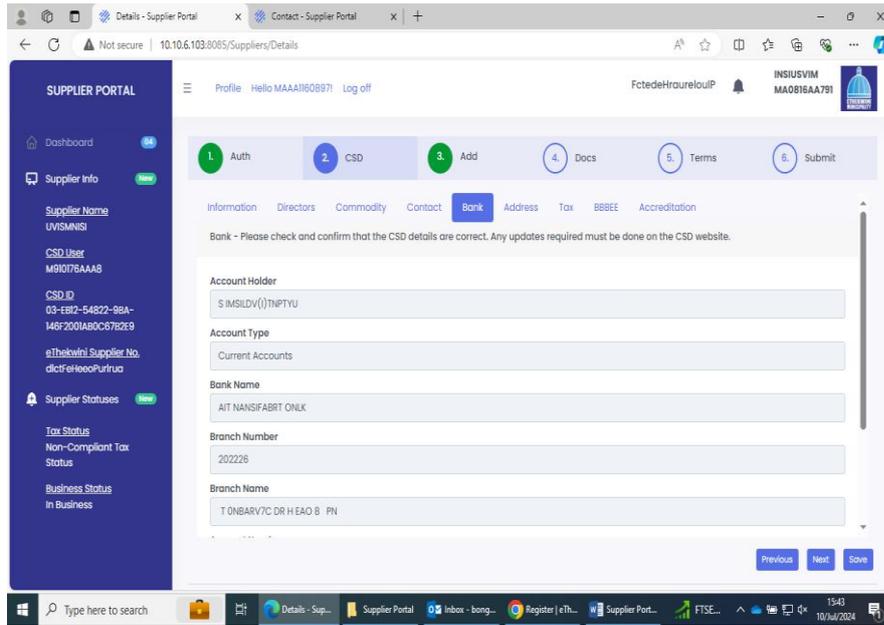
Step	Action
4.	<p>Scroll down by the <b>Directors</b> tab to verify your details. Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change.</p> <div style="text-align: center; margin-top: 10px;">  </div>



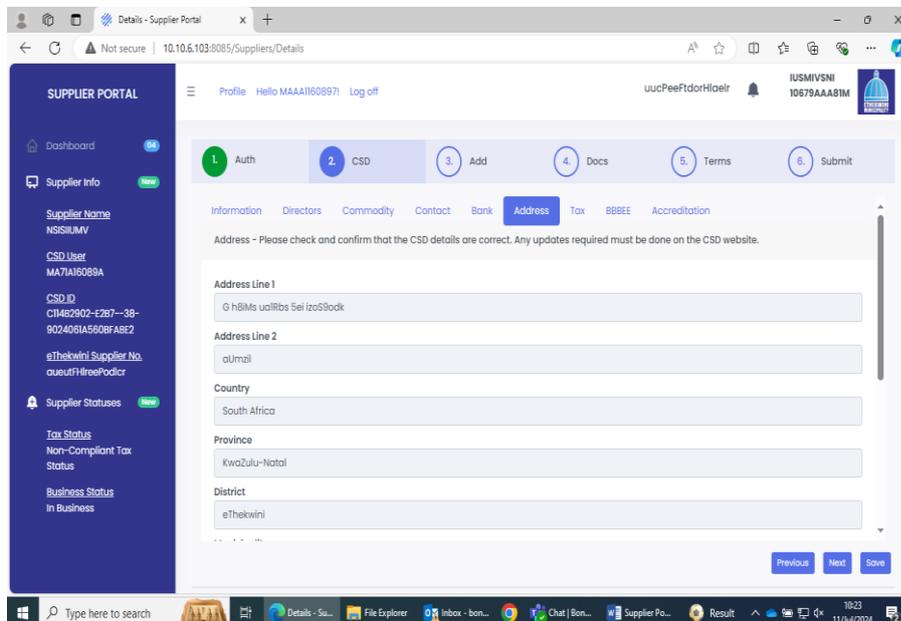
Step	Action
5.	<p>Scroll down by the <b>Commodity</b> tab to verify your details. Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change.</p> <p><b>Commodity</b></p>



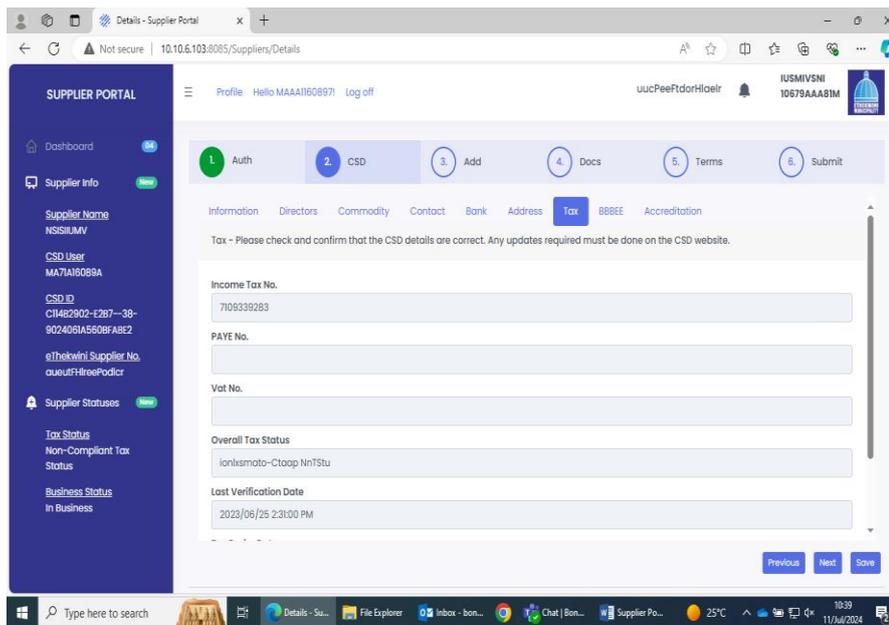
Step	Action
6.	<p>Scroll down by the <b>Contact</b> tab to verify your details. Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change.</p> <p><b>Contact</b></p>



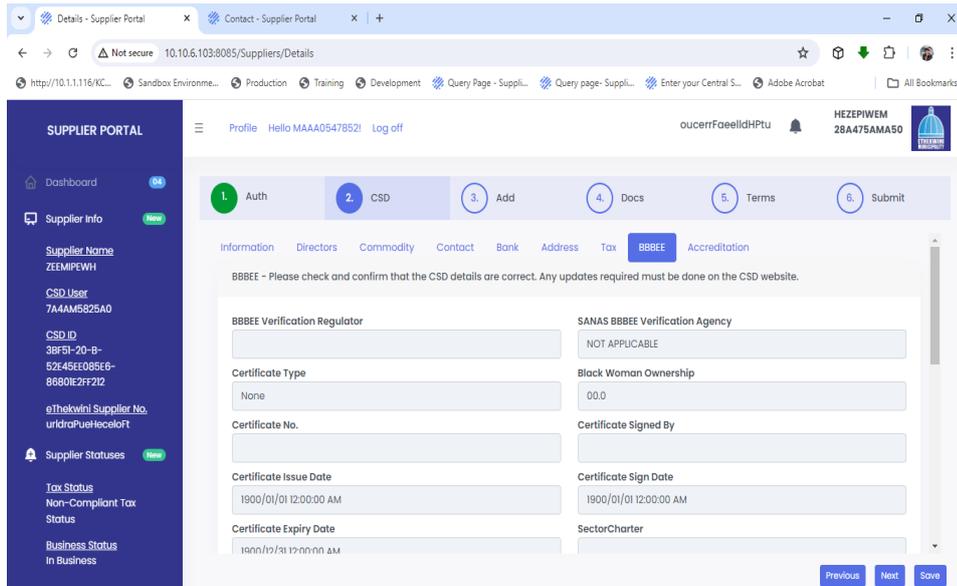
Step	Action
7.	<p>Scroll down by the <b>Bank</b> tab to verify your details. Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change.</p> <p><b>Bank</b></p>



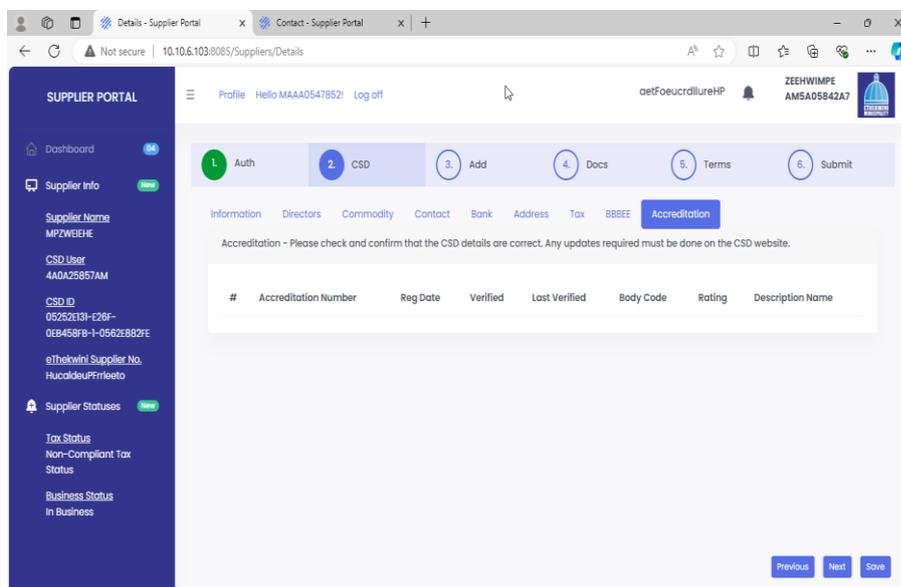
Step	Action
8.	<p>Scroll down by the <b>Address</b> tab to verify your details. Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change.</p> <p><b>Address</b></p>



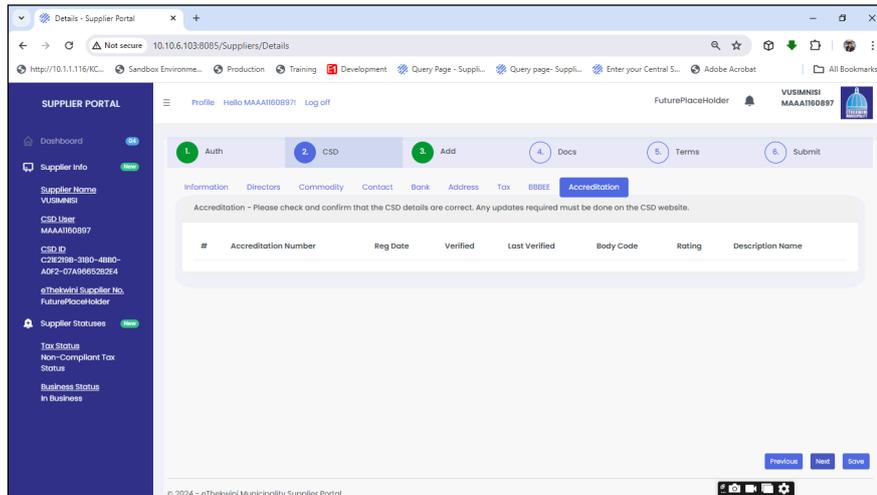
Step	Action
9.	<p>Scroll down by the <b>Tax</b> tab to verify your details. Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change.</p> <p><b>Tax</b></p>



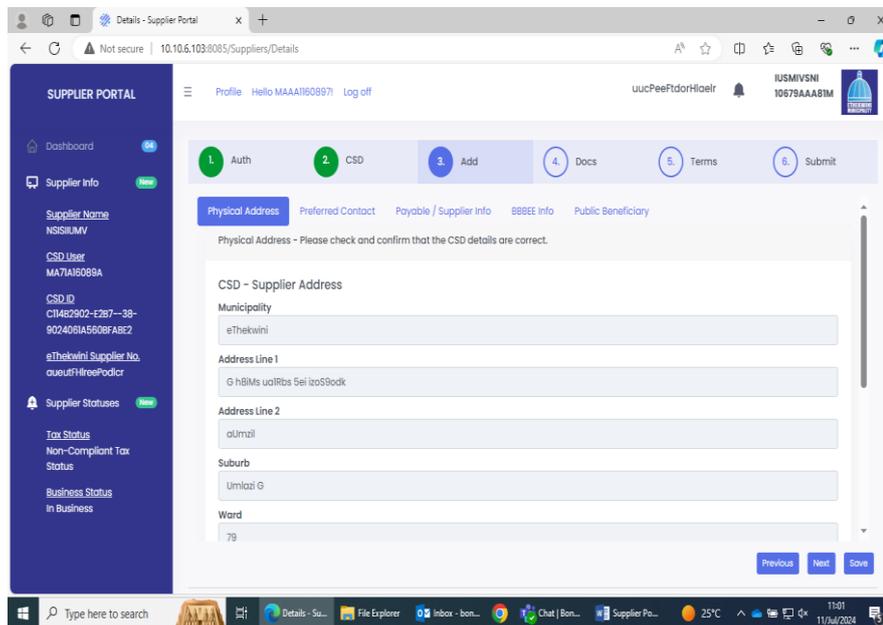
Step	Action
10.	<p>Scroll down by the <b>BBEE</b> tab to verify your details. Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change.</p> <p><b>BBEE</b></p>



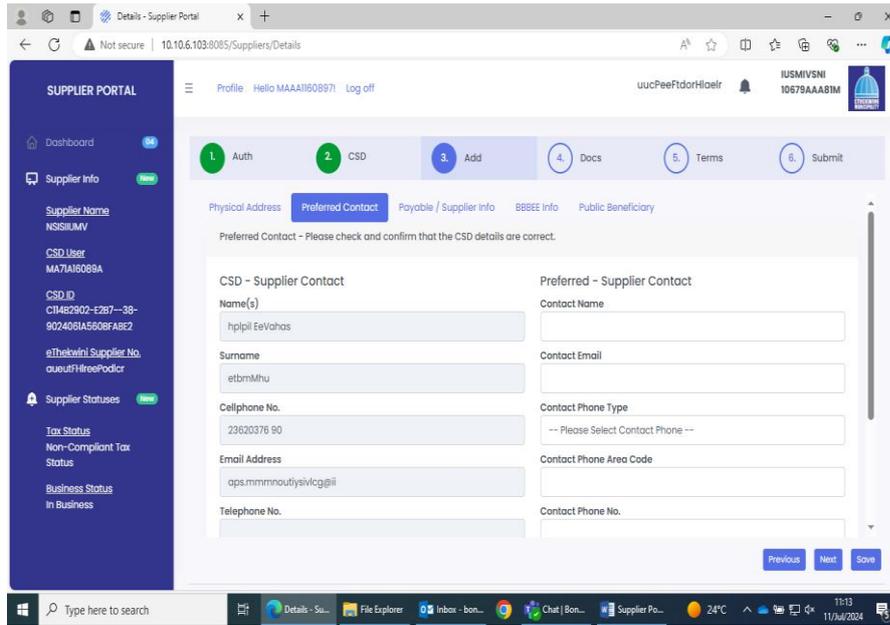
Step	Action
11.	<p>Scroll down by the <b>Accreditation</b> tab to verify your details. Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change.</p> <p><b>Accreditation</b></p>



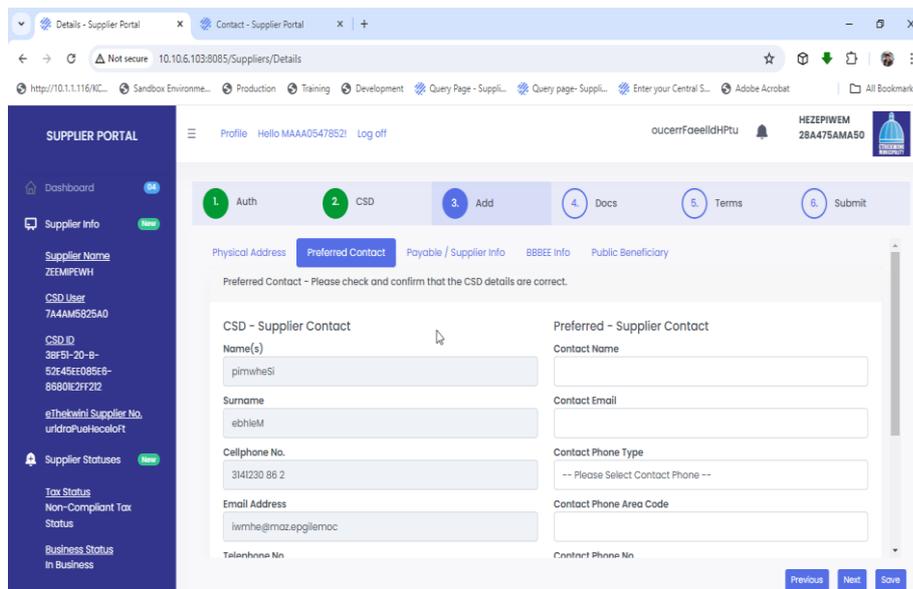
Step	Action
12.	Click the <b>Next</b> button to go to tab 3. The <b>Add</b> tab. 



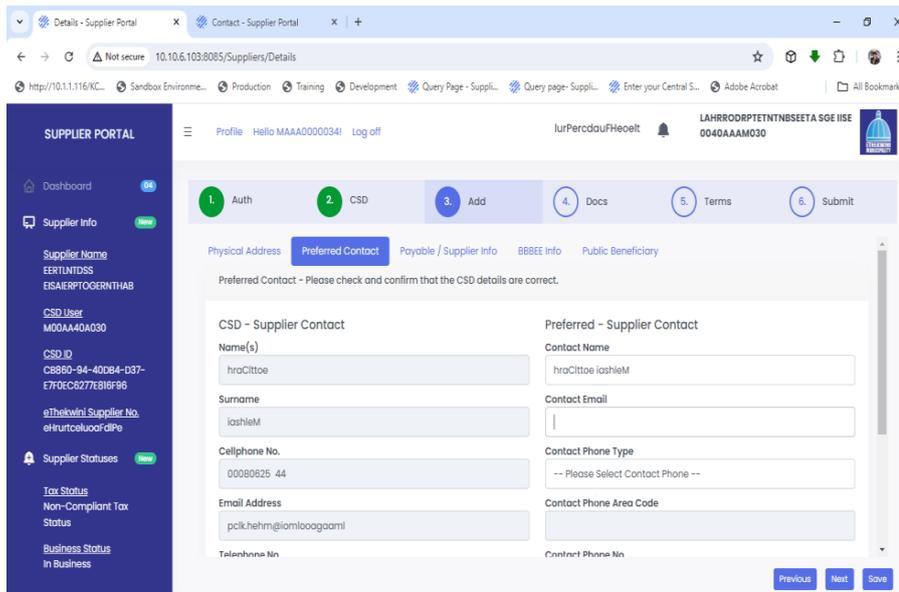
Step	Action
13.	Scroll down by the <b>Physical Address</b> tab to verify your details. Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change 



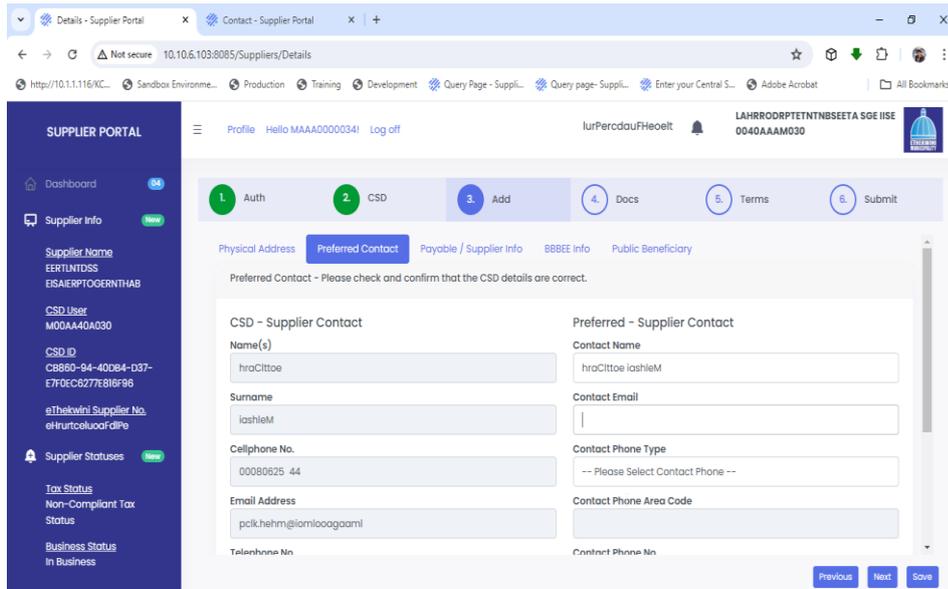
Step	Action
14.	<p>Scroll down by the <b>Preferred Contact</b> tab to verify your details. Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change.</p> <p style="text-align: center;"><b>Preferred Contact</b></p>



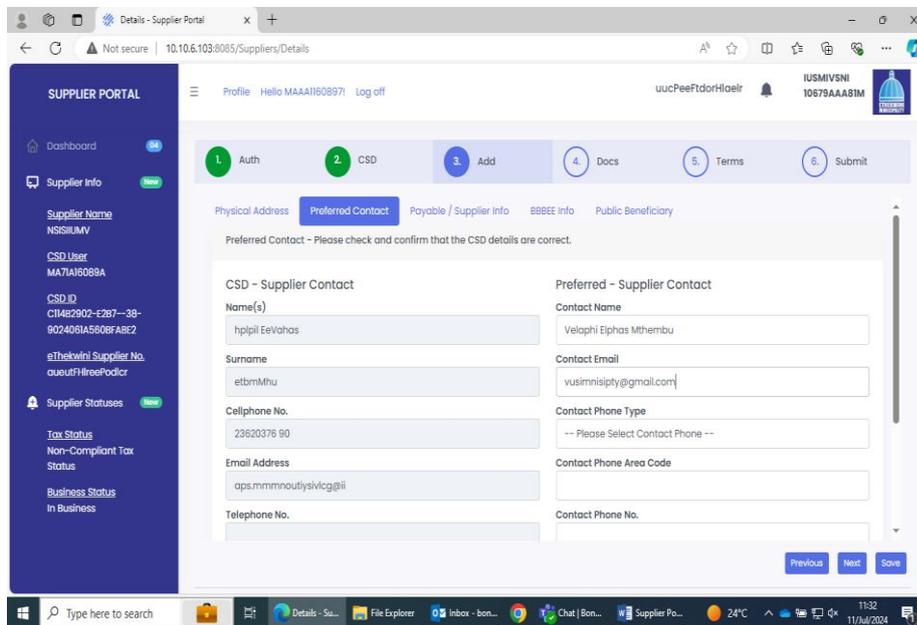
Step	Action
15.	Click on the <b>Contact Name</b> field to enter supplier's contact name.



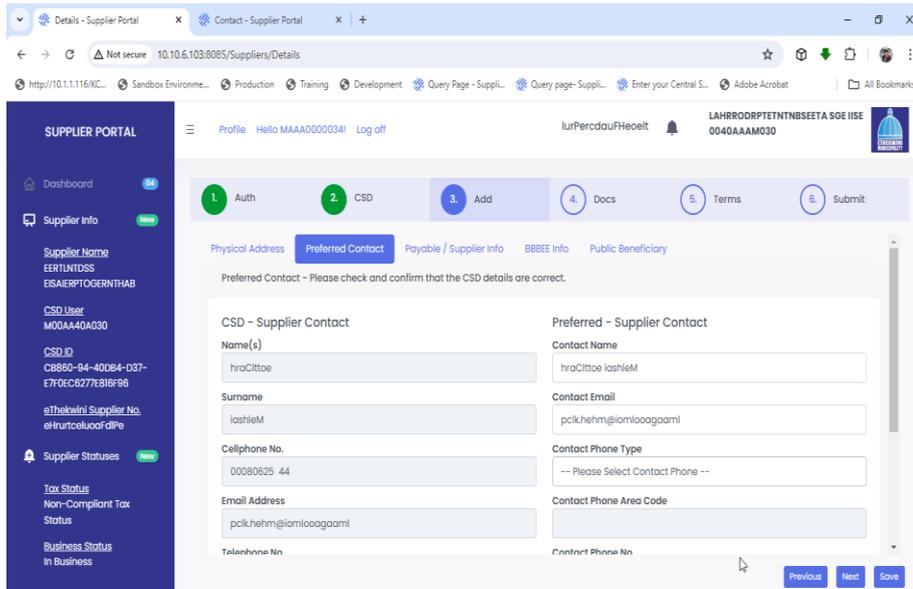
Step	Action
16.	Enter supplier preferred <b>Contact Name</b> e.g. " <b>Velaphi ElphasMthembu</b> "  



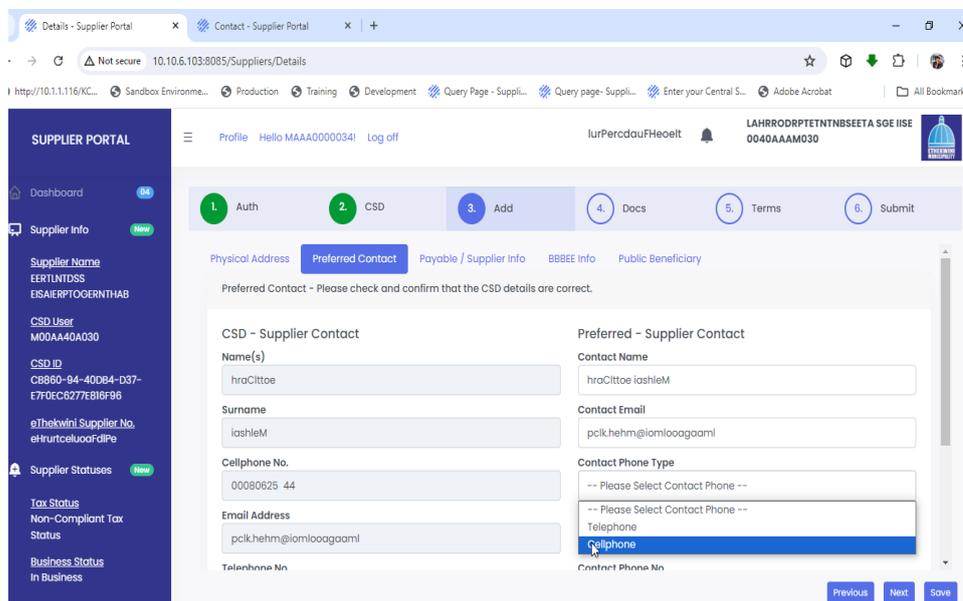
Step	Action
17.	Click the <b>Contact Email</b> field to enter your supplier preferred contact email.



Step	Action
18.	Enter <b>Contact Email</b> into the field. Enter " <b>vusimnisipy@gmail.com</b> ".



Step	Action
19.	Click the <b>Contact Phone Type</b> 1 Combo Box.  -- Please Select Contact Phone --



Step	Action
20.	Choose the supplier preferred <b>Contact Phone</b> type from the combo box.

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

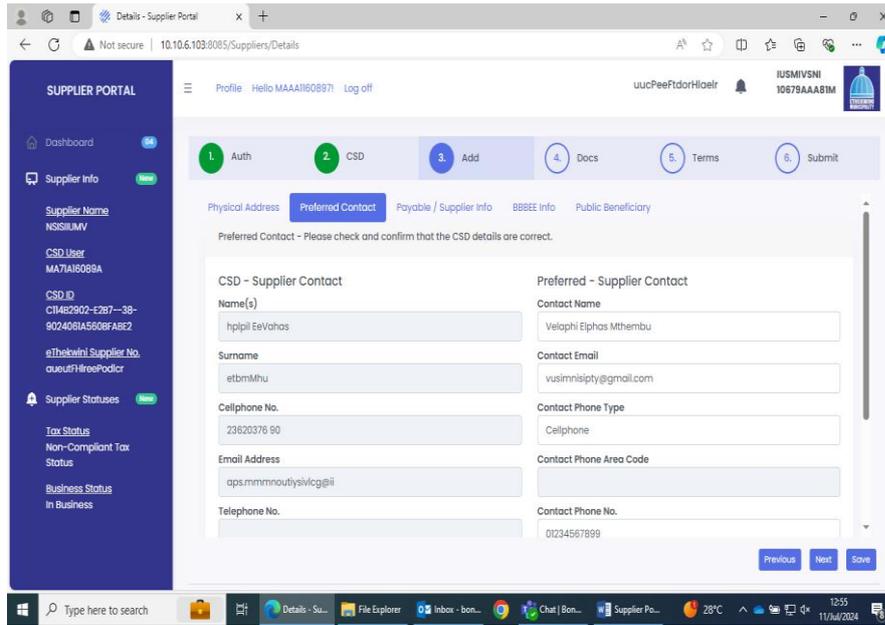
Step	Action
22.	Enter the <b>Contact Phone No.</b> into the field. Enter " <b>0123456789</b> "

The screenshot shows the Oracle Supplier Portal interface. On the left is a navigation menu with 'Supplier Info' selected. The main content area displays a form titled 'CSD - Supplier Contact' with two columns of input fields. The 'Remittance Email' field in the second column is highlighted in blue. A progress bar at the top indicates steps: 1. Auth, 2. CSD, 3. Add, 4. Docs, 5. Terms, 6. Submit. The user's profile information is visible at the top right.

Step	Action
23.	Click the <b>Remittance Email</b> field to enter the supplier's remittance email.

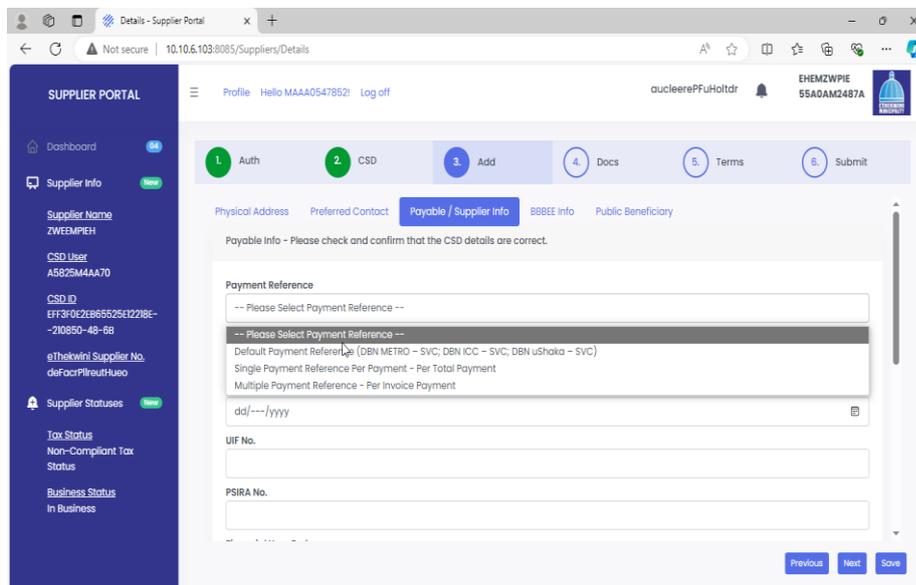
This screenshot shows the same Oracle Supplier Portal form as above, but with the 'Remittance Email' field populated with the text 'vusimnisipty@gmail.com'. The rest of the form fields and the interface layout are identical to the previous screenshot.

Step	Action
24.	Enter the <b>Remittance Email</b> into the field. Enter " <b>youremail@email.com</b> "

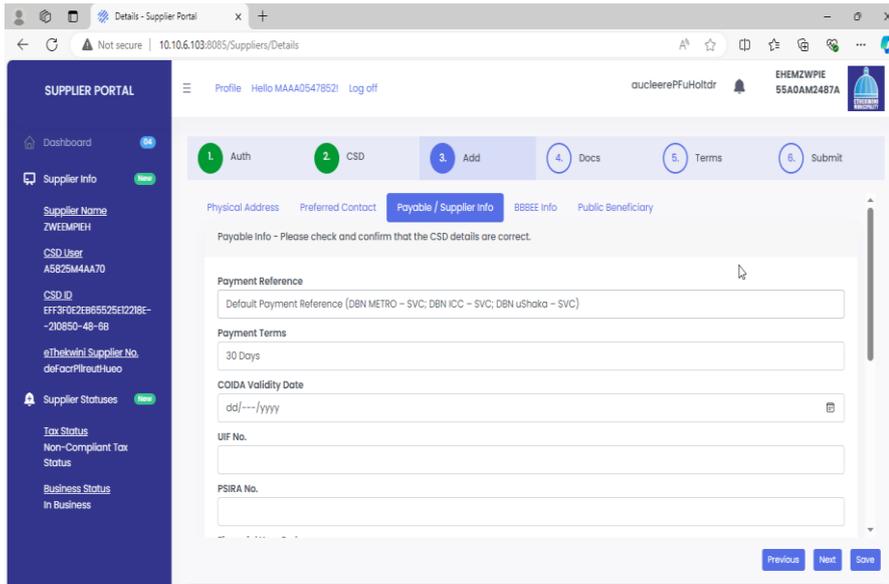


Step	Action
25.	Click the <b>Payable / Supplier Info</b> tab to view and complete the required information.

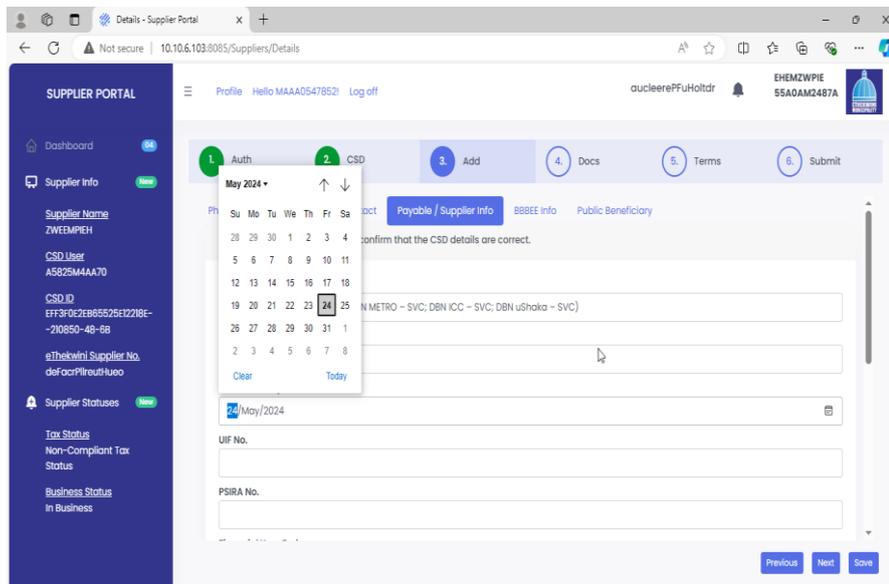
Payable / Supplier Info



Step	Action
26.	Click the <b>Payment Reference</b> combo box to choose the supplier preferred payment method



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



Step	Action
28.	<p>Select the date on the calendar to select the <b>COIDA validity date</b>.</p> <p><b>23</b></p>

The screenshot shows the 'Add' step of the Oracle Supplier Portal. The progress bar at the top indicates the following steps: 1. Auth, 2. CSD, 3. Add (current), 4. Docs, 5. Terms, 6. Submit. The form fields are as follows:

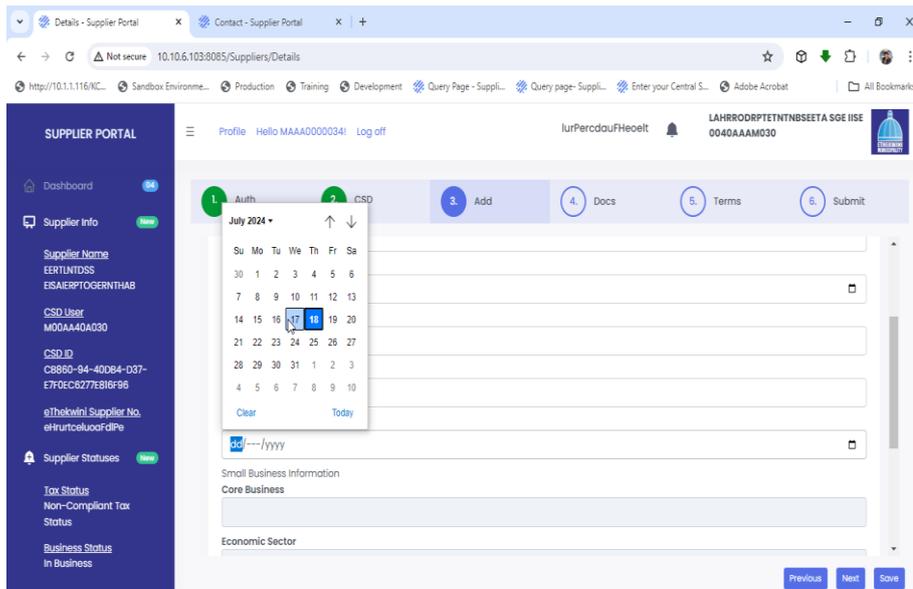
- Supplier Name: EERTLINTDSS
- Supplier Info: EISAERPTOGERNTHAB
- CSD User: M00AA40A030
- CSD ID: CB860-94-40064-037-7F0EC0277E818F96
- @Thekwini Supplier No.: eHrurtaLuor'dlPe
- Supplier Statuses: In Business
- Tax Status: Non-Compliant Tax Status
- Business Status: In Business
- COIDA Validity Date: dd/--/yyyy
- UIF No.:
- PSIRA No.:
- Financial Year End: dd/--/yyyy
- Small Business Information: Core Business
- Economic Sector:

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

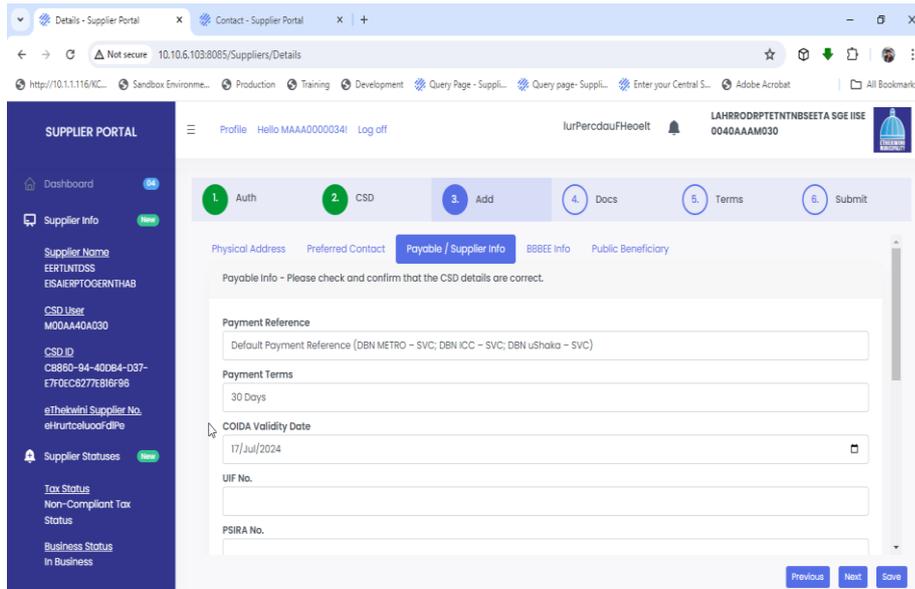
The screenshot shows the 'Add' step of the Oracle Supplier Portal. The progress bar at the top indicates the following steps: 1. Auth, 2. CSD, 3. Add (current), 4. Docs, 5. Terms, 6. Submit. The form fields are as follows:

- Supplier Name: EERTLINTDSS
- Supplier Info: EISAERPTOGERNTHAB
- CSD User: M00AA40A030
- CSD ID: CB860-94-40064-037-7F0EC0277E818F96
- @Thekwini Supplier No.: eHrurtaLuor'dlPe
- Supplier Statuses: In Business
- Tax Status: Non-Compliant Tax Status
- Business Status: In Business
- COIDA Validity Date: 17/Jul/2024
- UIF No.:
- PSIRA No.:
- Financial Year End: dd/--/yyyy
- Small Business Information: Core Business
- Economic Sector:

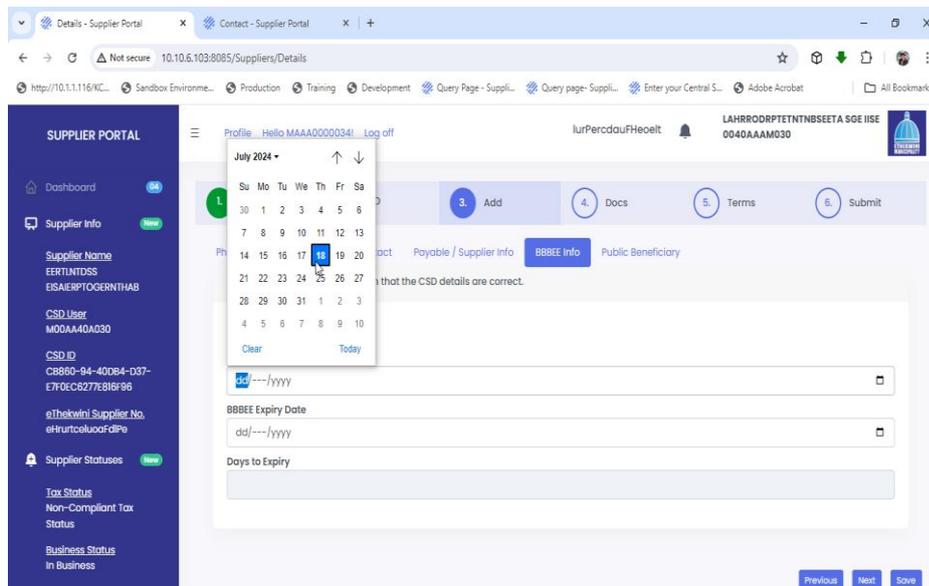
Step	Action
30.	Click on the <b>PSIRA No</b> field. <b>PSIRA - Private Security Industry Regulatory Authority</b> If the <b>Supplier</b> is registered under <b>PSIRA</b> , please enter the <b>PSIRA No</b> .



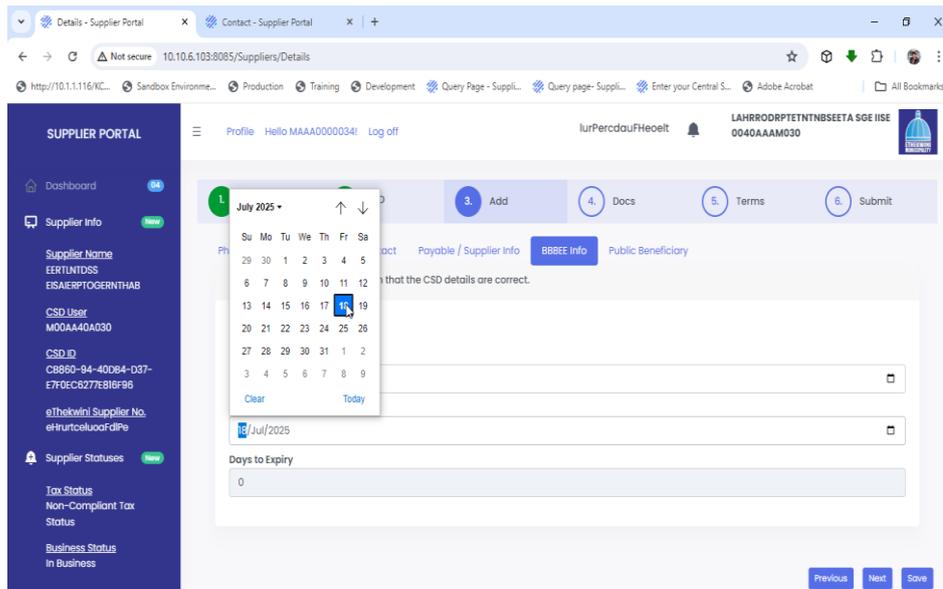
Step	Action
31.	Click the Supplier <b>Financial Year End</b> date. Select the date on the calendar to select the <b>Financial Year End</b> of the supplier. 



Step	Action
32.	<p>Click on the <b>BBBEE</b> tab to enter your information.  <b>BBBEE - Broad - Based Black Economic Empowerment</b>  <b>BBBEE</b> - Is a document verifying your business performance with regards to Black economic empowerment in South Africa.</p> <p><a href="#">BBBEE Info</a></p>

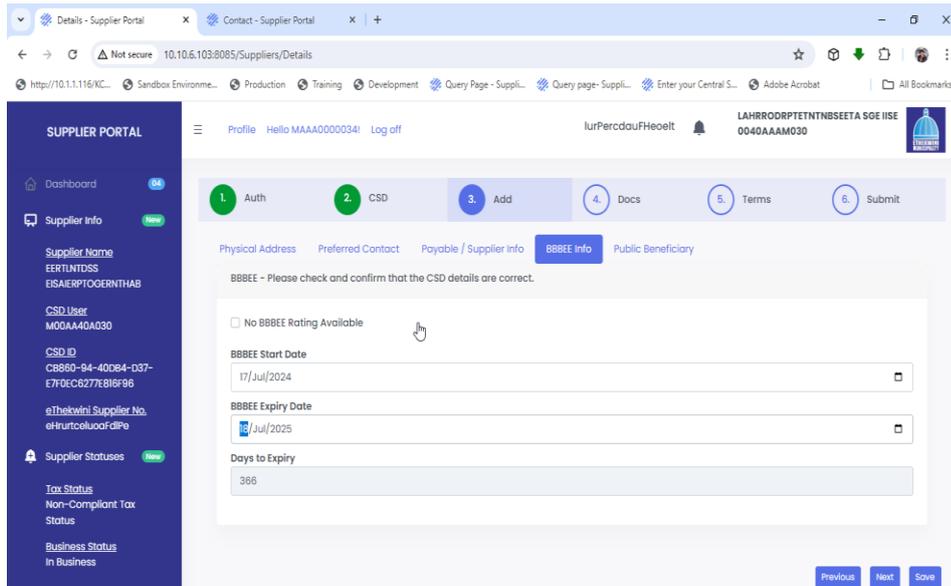


Step	Action
33.	Click the <b>BBBEE Start Date</b> calendar search. Select the date on the calendar to select the <b>BBBEE Start Date</b> .

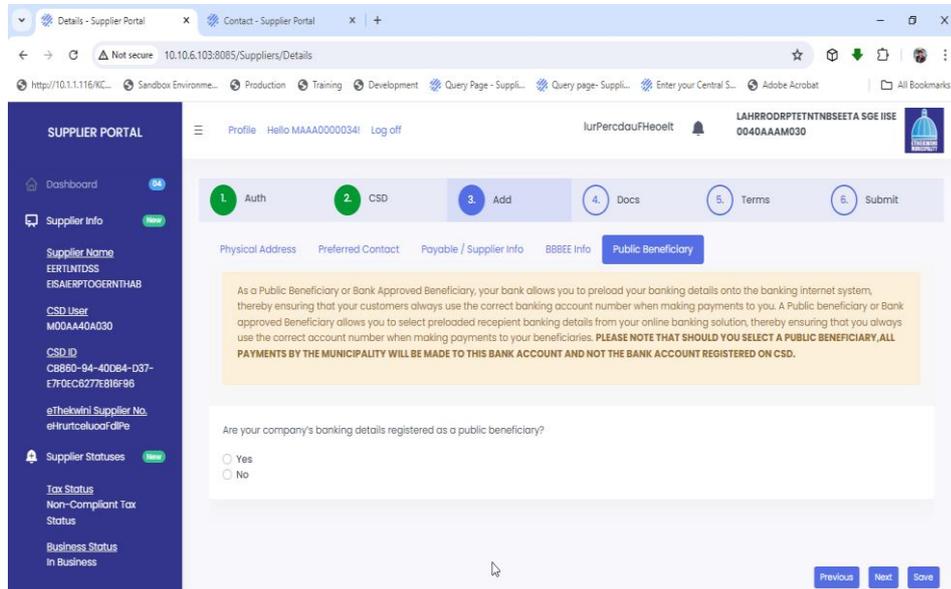


Step	Action
34.	Click the <b>BBBEE Expiry Date</b> calendar search. Select the date on the calendar to select the <b>BBBEE Expiry Date</b> .

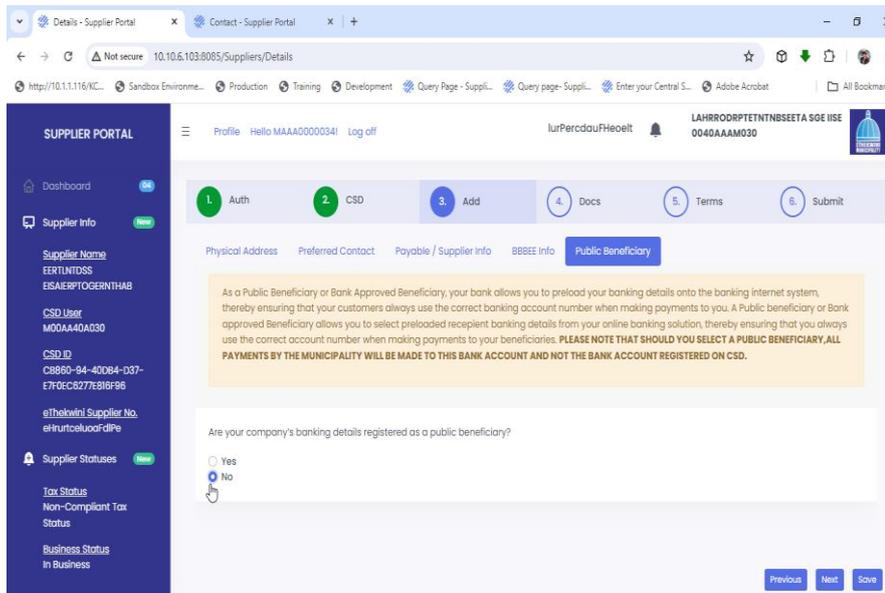




Step	Action
35.	Click on the <b>Public Beneficiary</b> tab in order to select the suppliers <b>Public Beneficiary</b> options.  Public Beneficiary

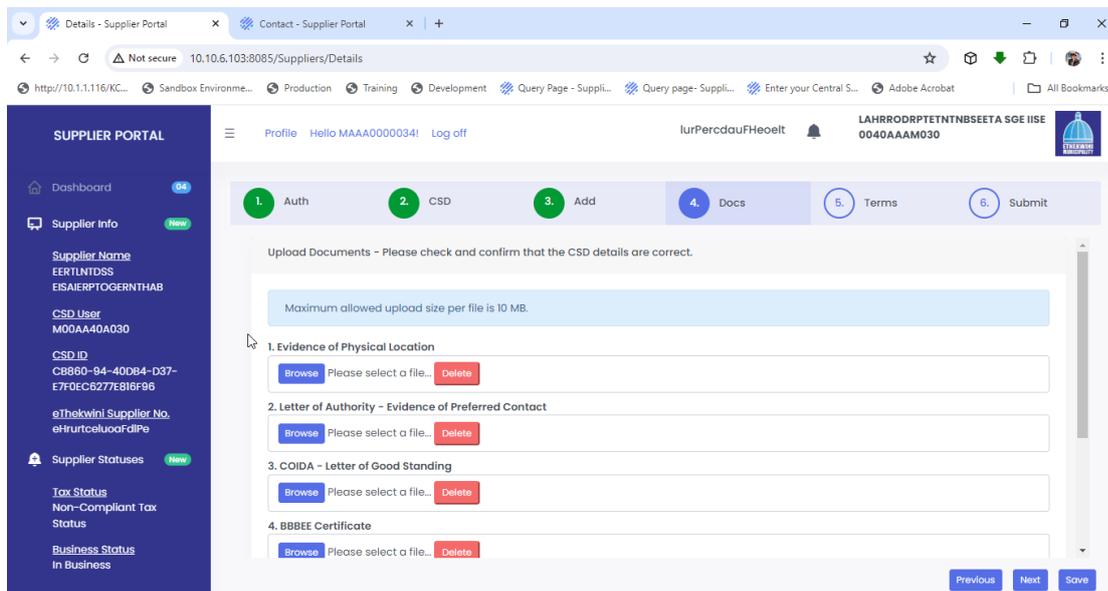


Step	Action
36.	Click <b>Yes</b> and select the name of the <b>Public Beneficiary</b> the supplier uses or click <b>No</b> if the supplier has no <b>Public Beneficiary</b> .  ○ ○



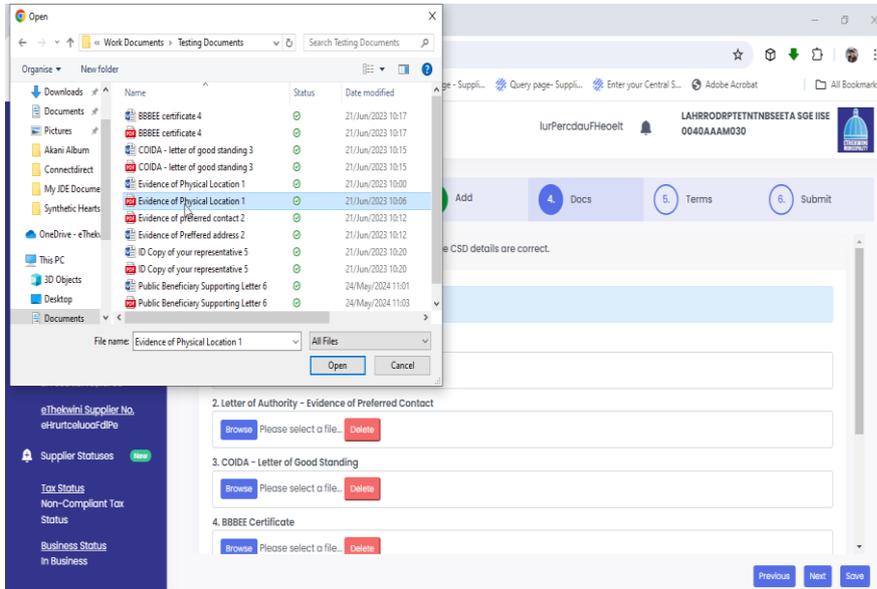
Step	Action
37.	Click the <b>Next</b> button to go to tab 4 .The <b>Docs</b> tab. 
38.	<b>End of Procedure.</b>

## Attaching Files Procedure



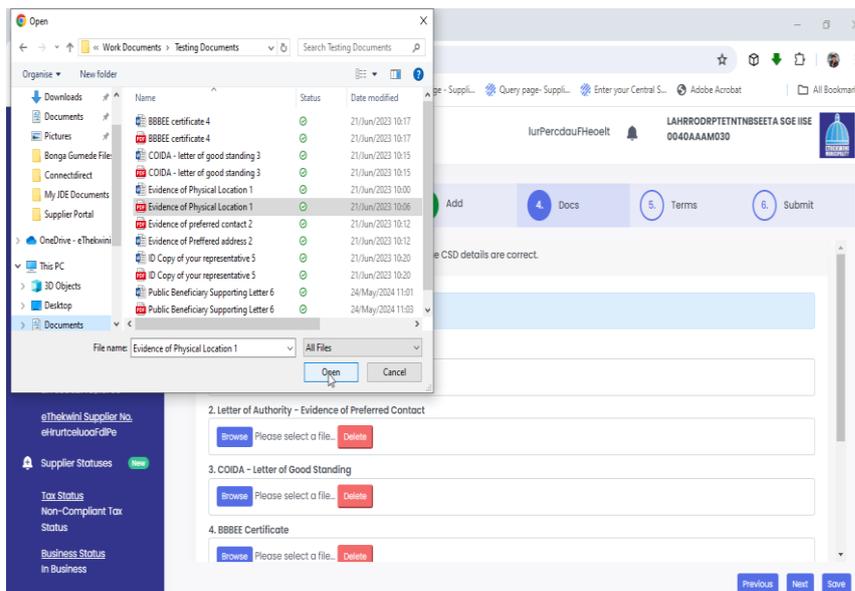
Step	Action
1.	Click on the <b>Browse</b> button to attach the <b>Physical Location</b> document.

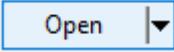
**Browse**

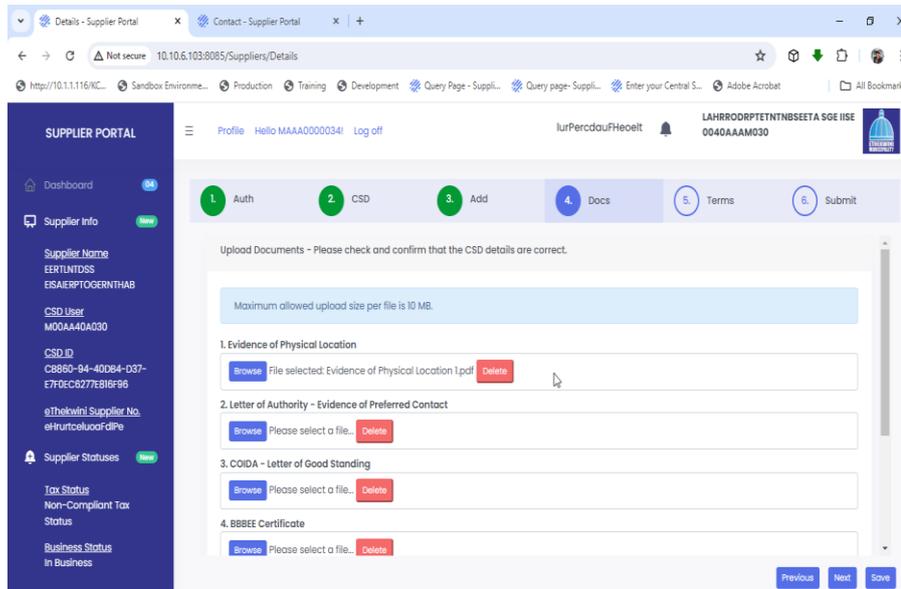


Step	Action
2.	Select the <b>Physical Location</b> document to attach.

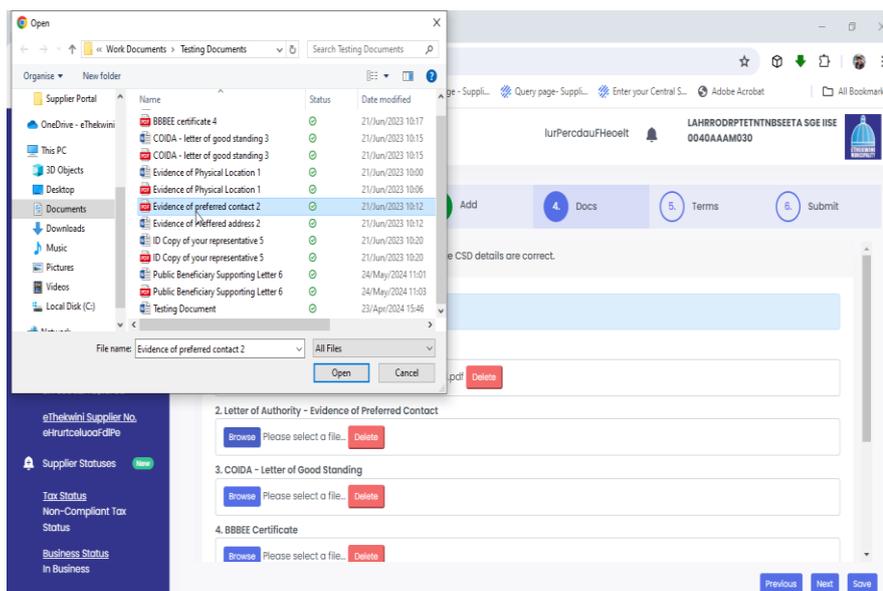
**Evidence of Physical Location 1**



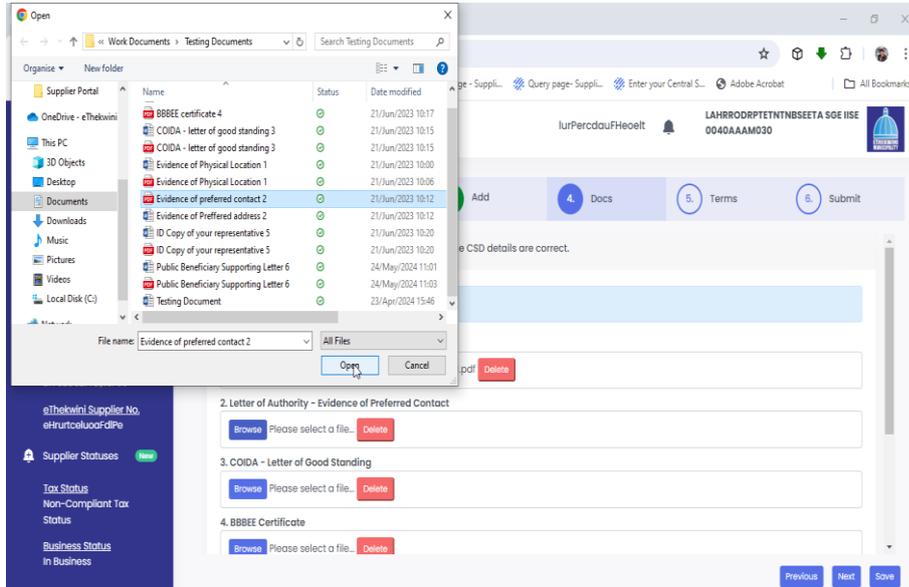
Step	Action
3.	Click the <b>Open</b> button. 



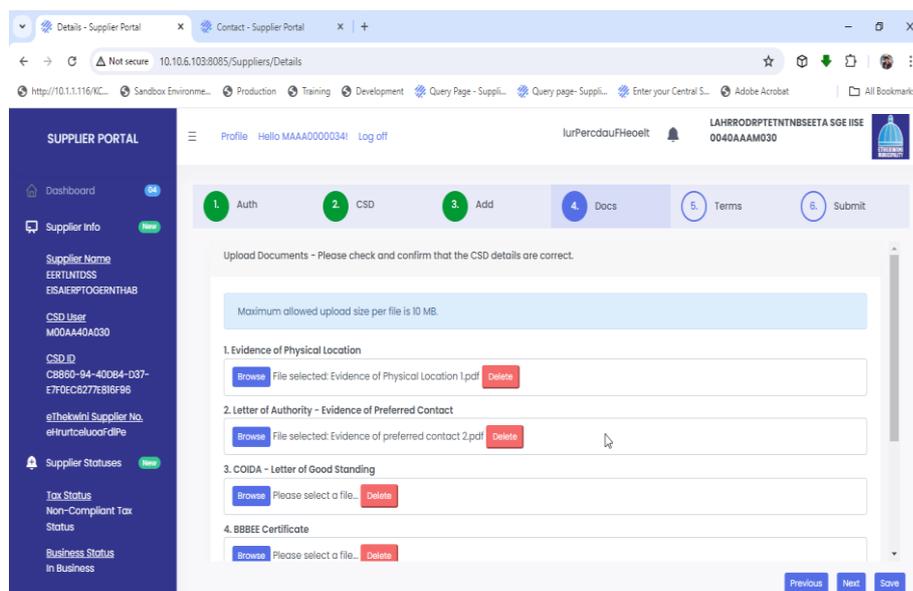
Step	Action
4.	Click on the <b>Browse</b> button to attach the <b>Letter of Authority</b> document. 

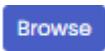


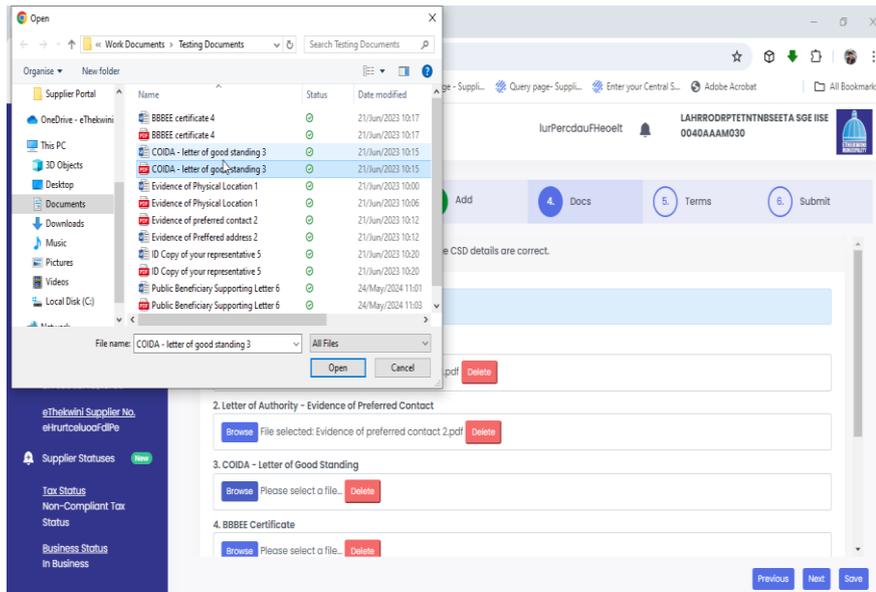
Step	Action
5.	Select the <b>Letter of Authority</b> document to attach.  Evidence of preferred contact 2

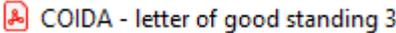


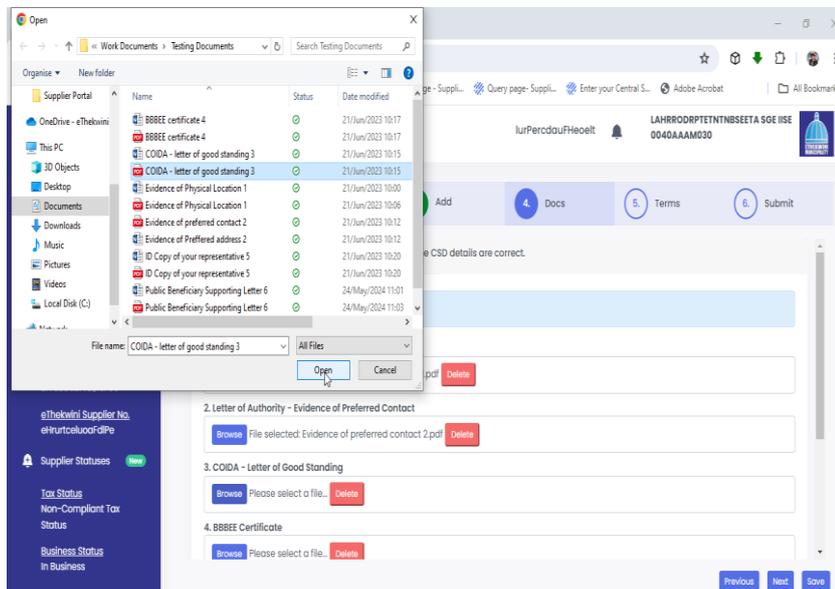
Step	Action
6.	Click the <b>Open</b> button.  Open

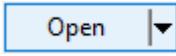


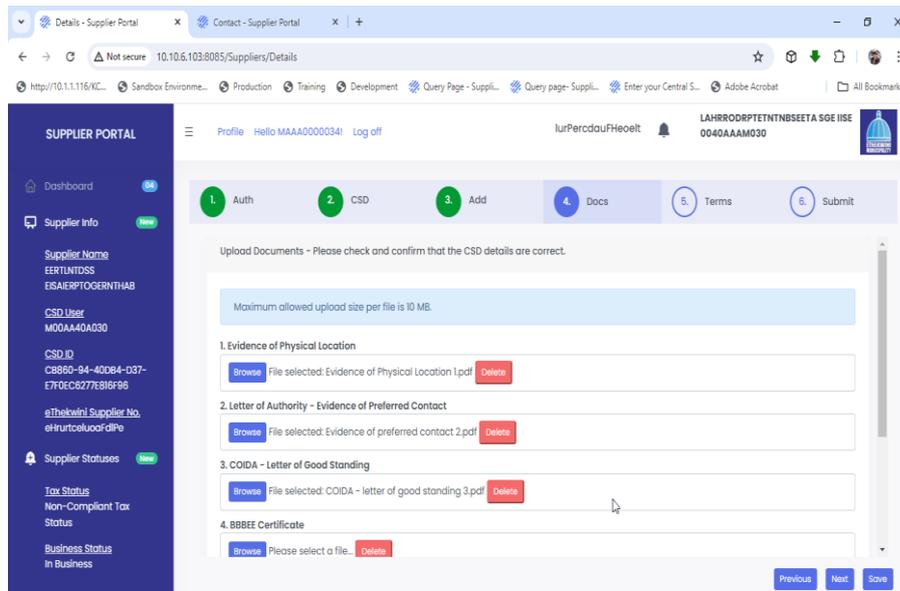
Step	Action
7.	<p>Click on the <b>Browse</b> button to attach the <b>COIDA</b> document. If the <b>Supplier</b> is registered under <b>COIDA</b>, please attach <b>COIDA</b> document.</p> 



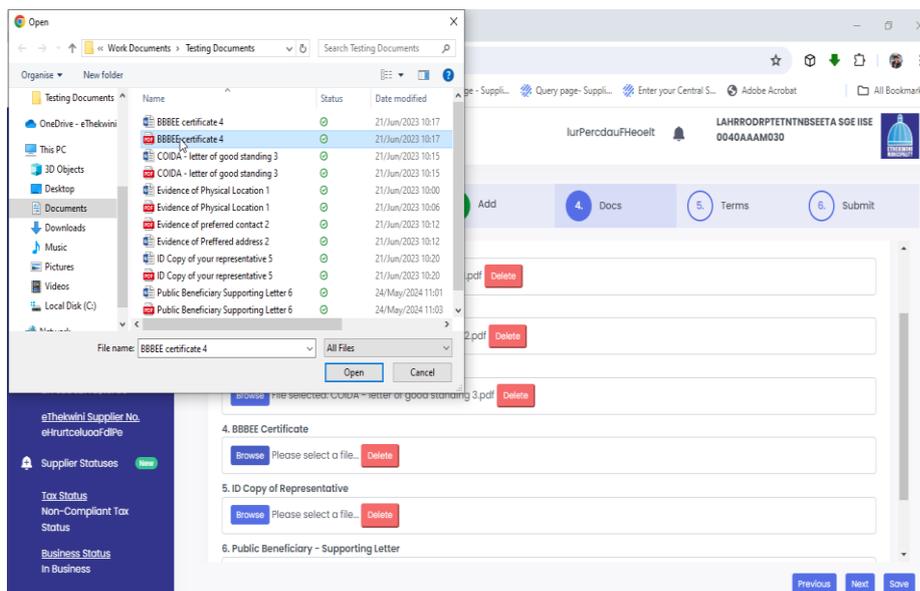
Step	Action
8.	<p>Select the <b>COIDA</b> document to attach.</p> 



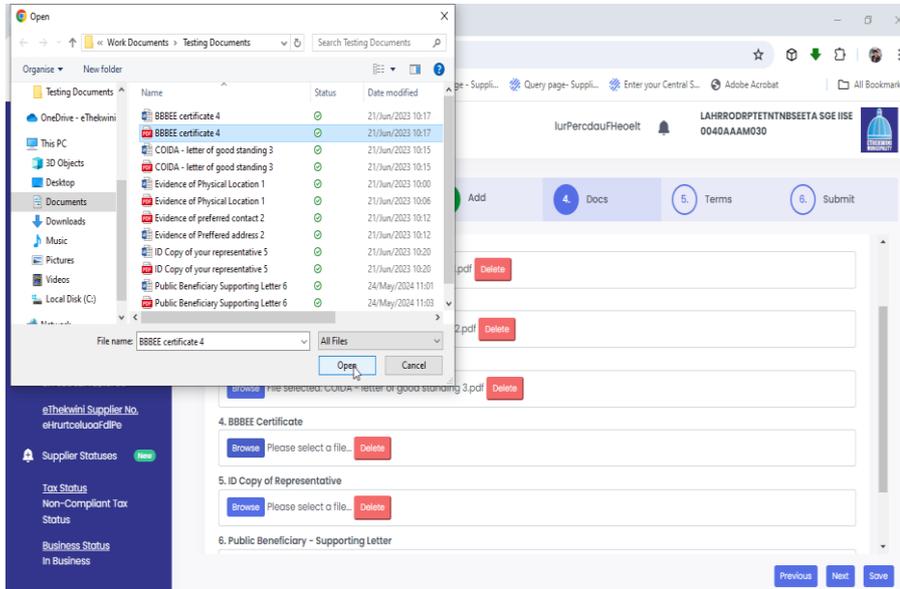
Step	Action
9.	Click the <b>Open</b> button. 

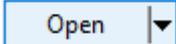


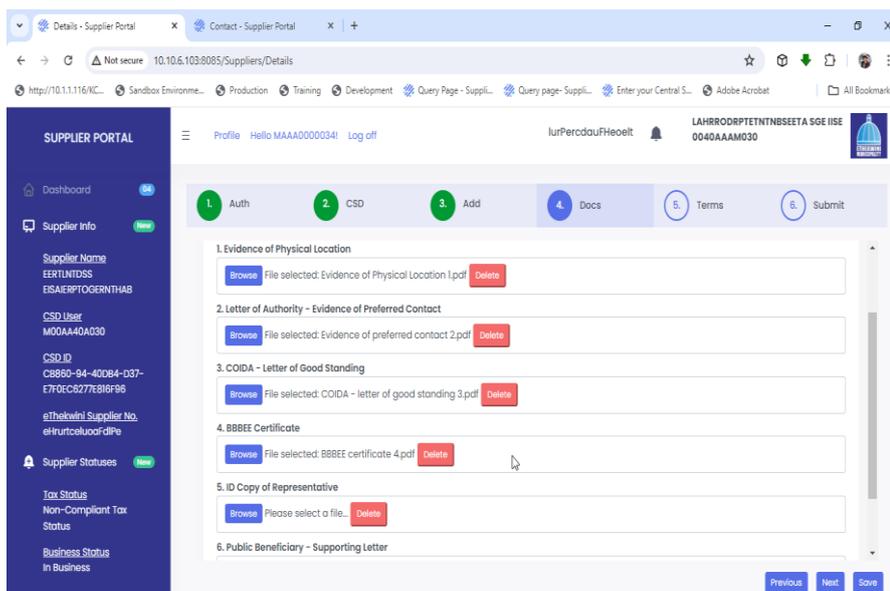
Step	Action
10.	Click on the <b>Browse</b> button to attach the <b>BBEE</b> Certificate 



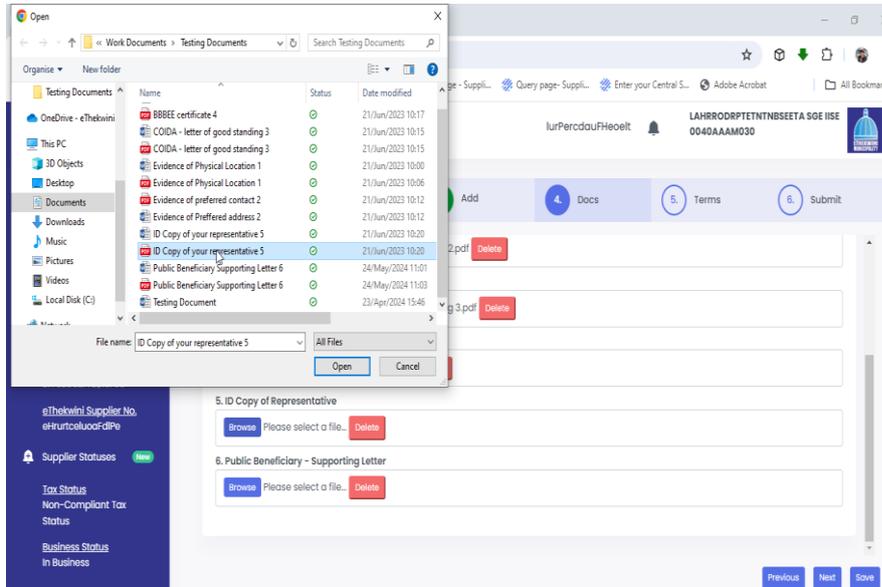
Step	Action
11.	Select the <b>BBBEE</b> Certificate document to attach. 



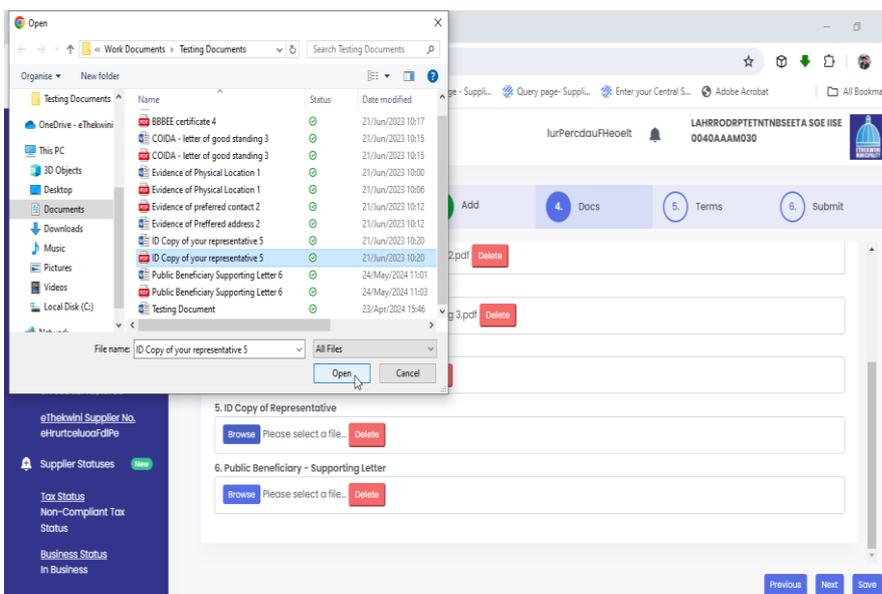
Step	Action
12.	Click the <b>Open</b> button. 

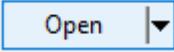


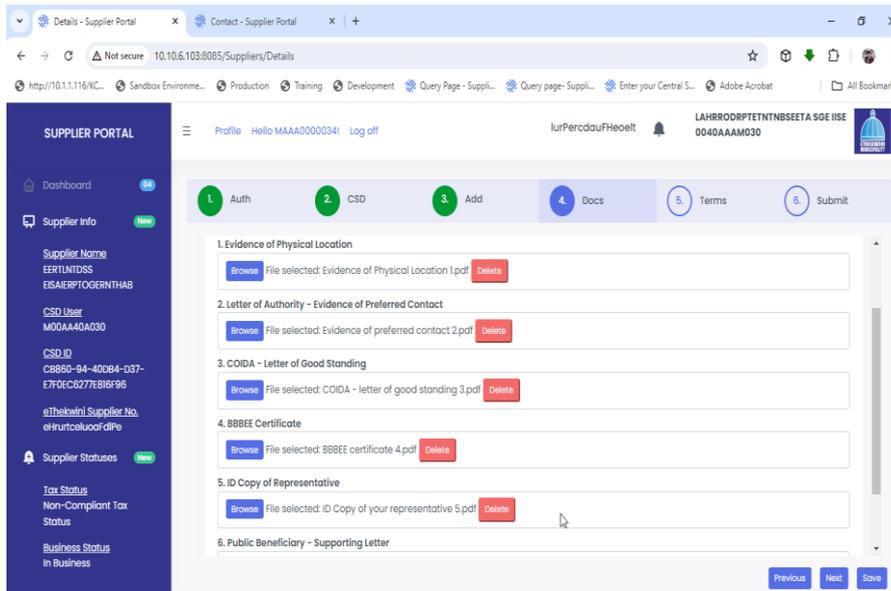
Step	Action
13.	Click on the <b>Browse</b> button to attach the <b>ID Copy of Representative</b> .



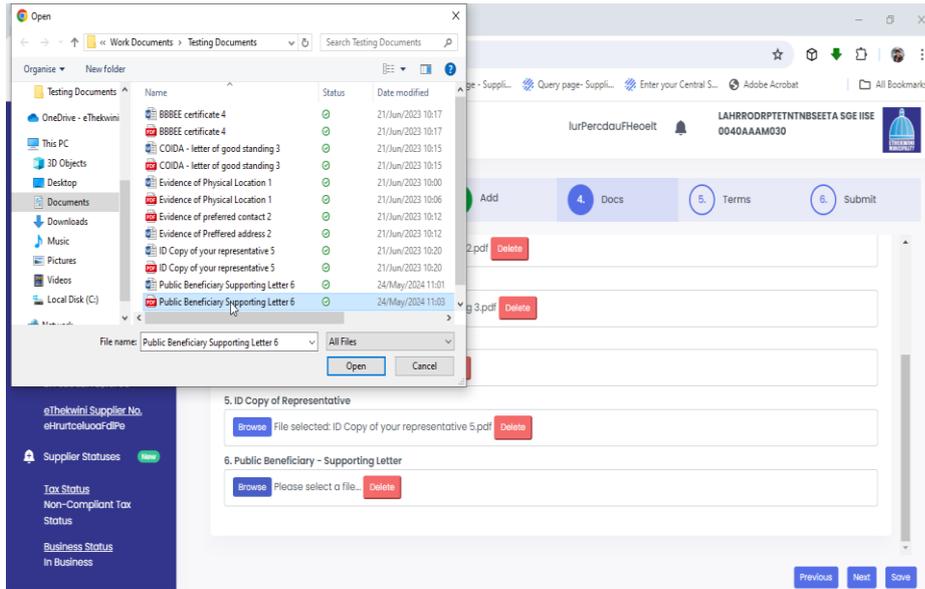
Step	Action
14.	Select the <b>ID Copy of Representative</b> document to attach.

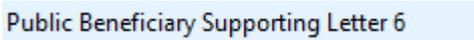


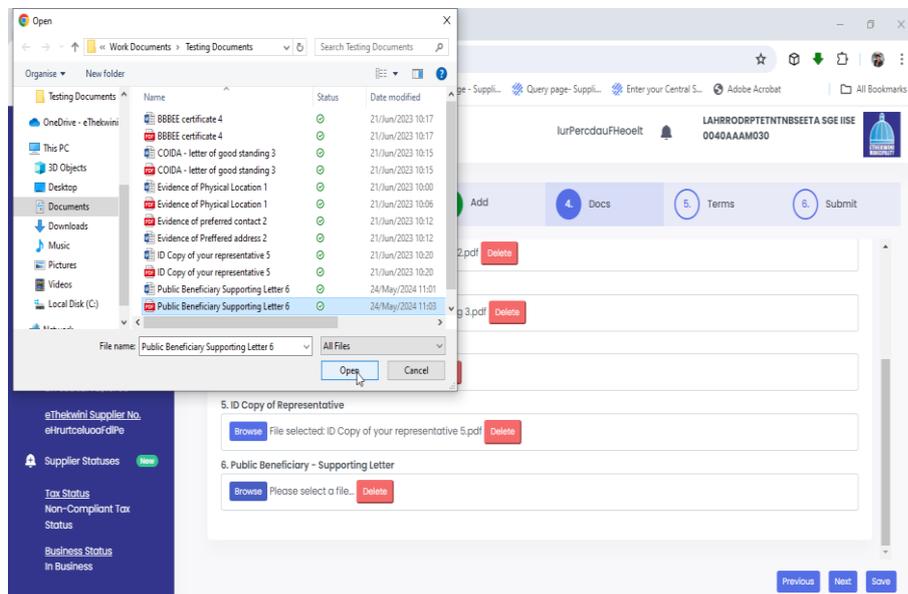
Step	Action
15.	Click the <b>Open</b> button. 

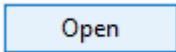


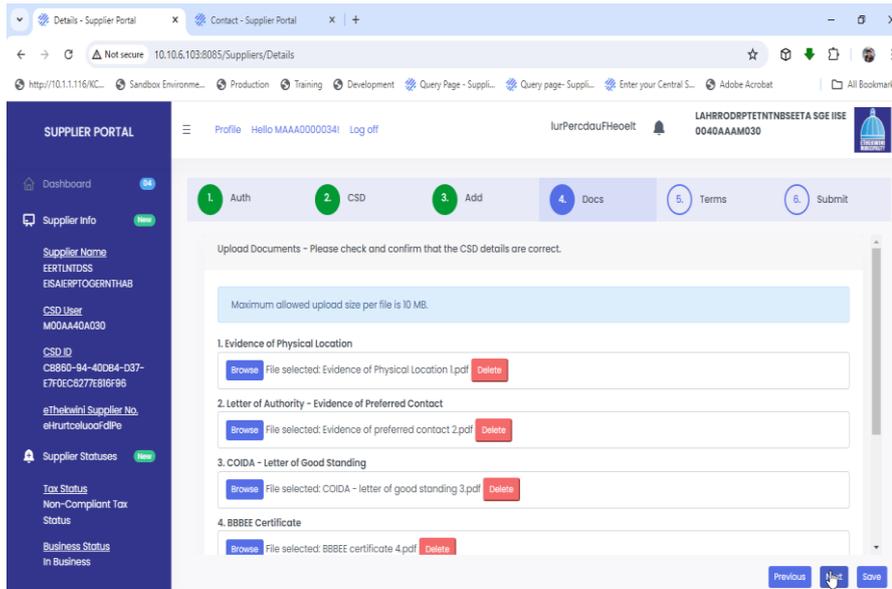
Step	Action
16.	Click on the <b>Browse</b> button to attach the <b>Public Beneficiary Supporting Letter</b> document. If the <b>Supplier</b> has a <b>Public Beneficiary</b> , please attach the <b>Public Beneficiary</b> document. 



Step	Action
17.	Select the <b>Public Beneficiary Supporting Letter</b> document to attach. 

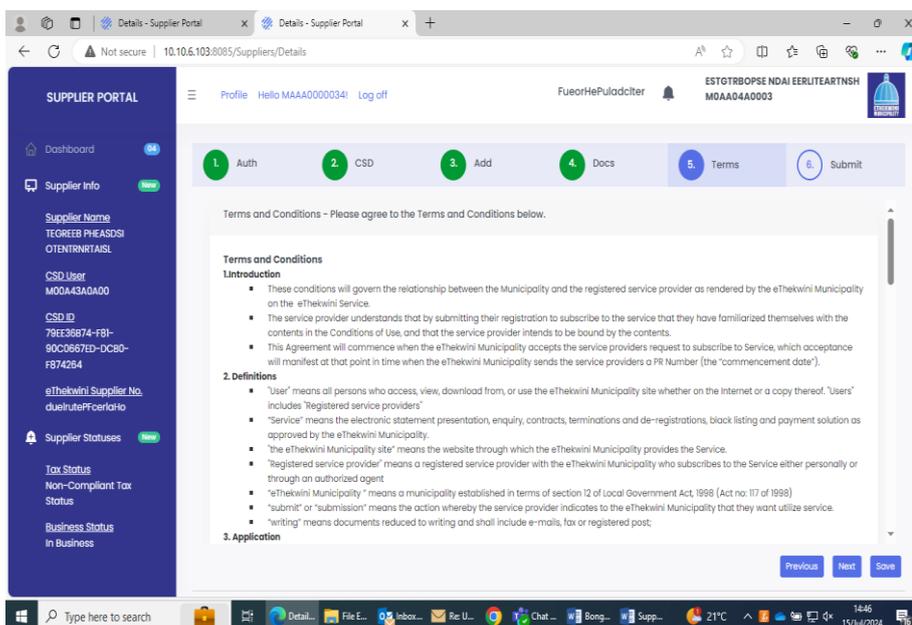


Step	Action
18.	Click the <b>Open</b> button. 

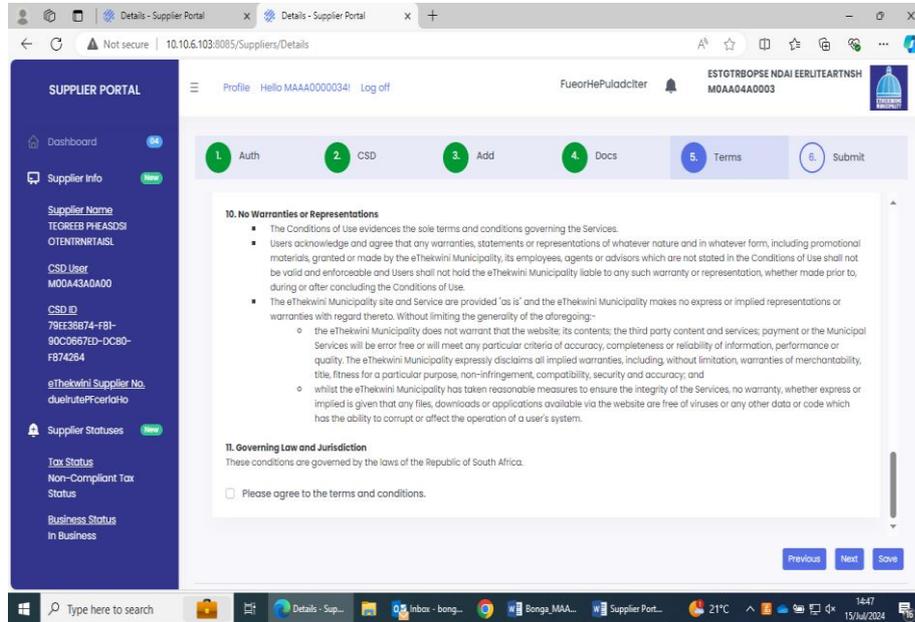


Step	Action
19.	Click the <b>Next</b> button to go to tab 5 .The <b>Terms</b> tab.  
20.	<b>End of Procedure.</b>

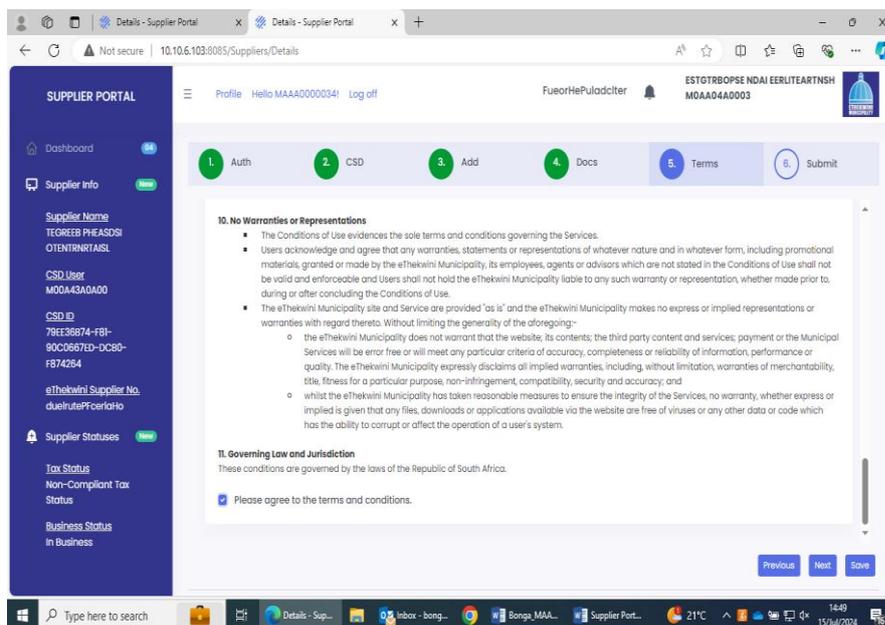
## Save and Submit Procedure



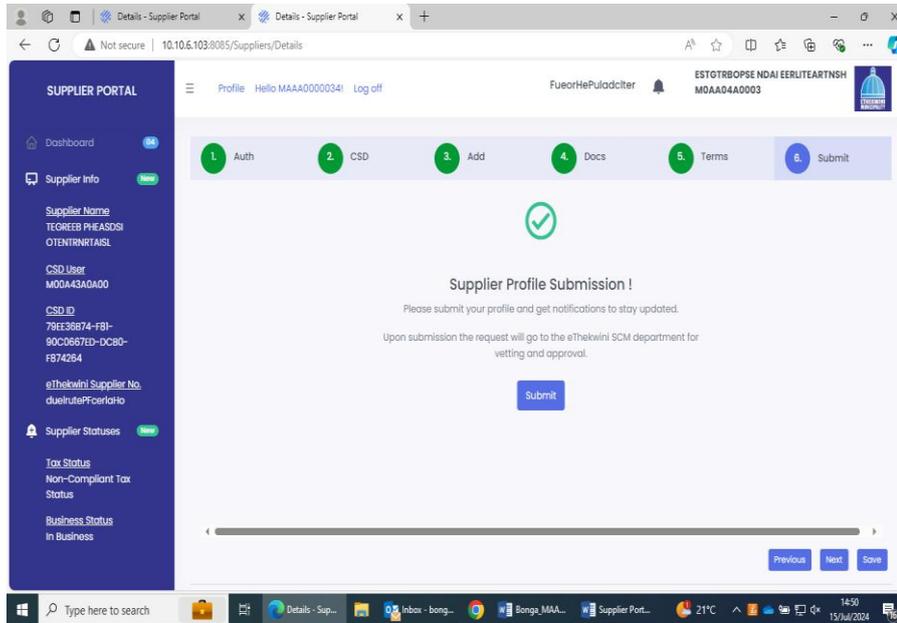
Step	Action
1.	Read and agree to the <b>Terms and Conditions</b> to submit your profile.



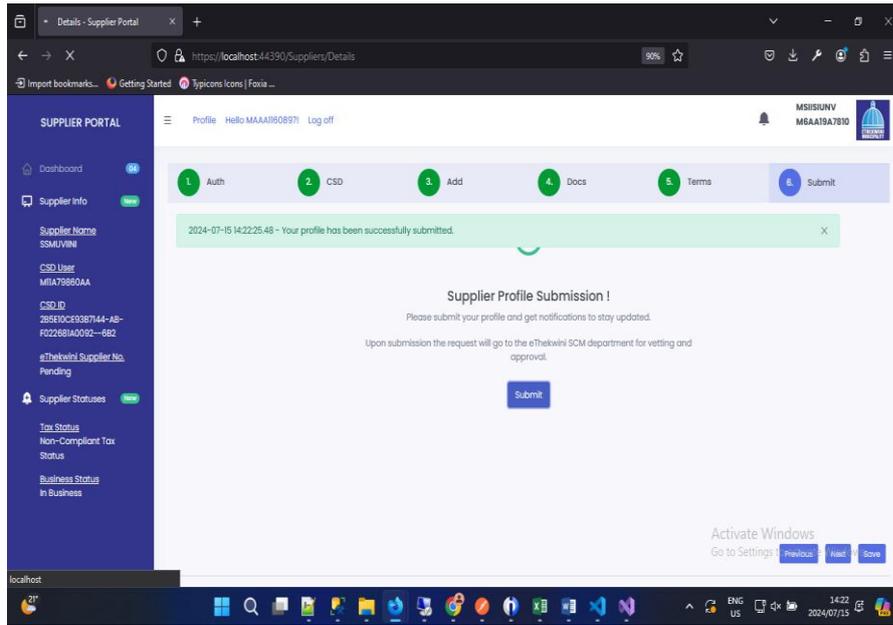
Step	Action
2.	<b>Tick</b> the check box to agree with the <b>Terms and Conditions</b> .

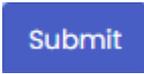


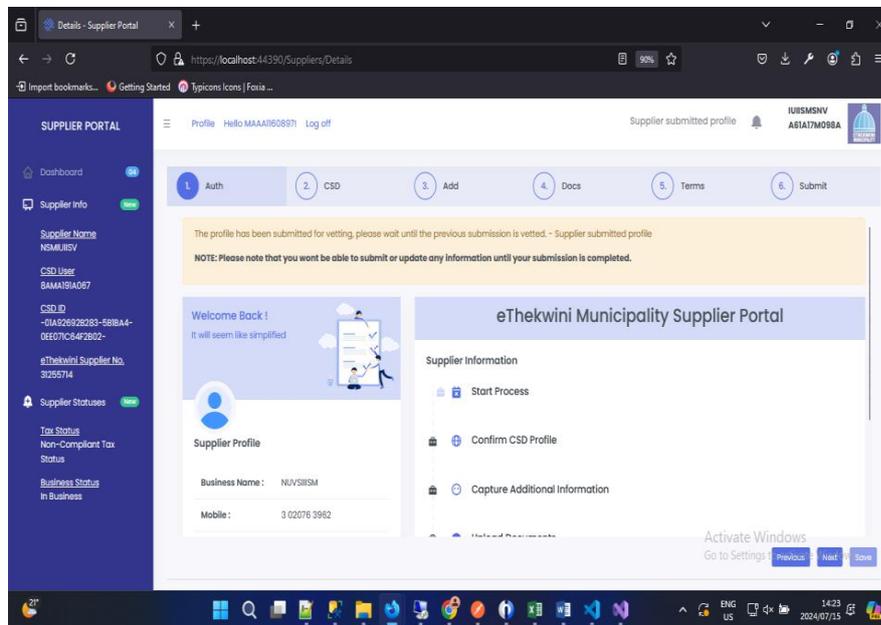
Step	Action
3.	Click the <b>Next</b> button to go to tab 6 .The <b>Submit</b> tab. 



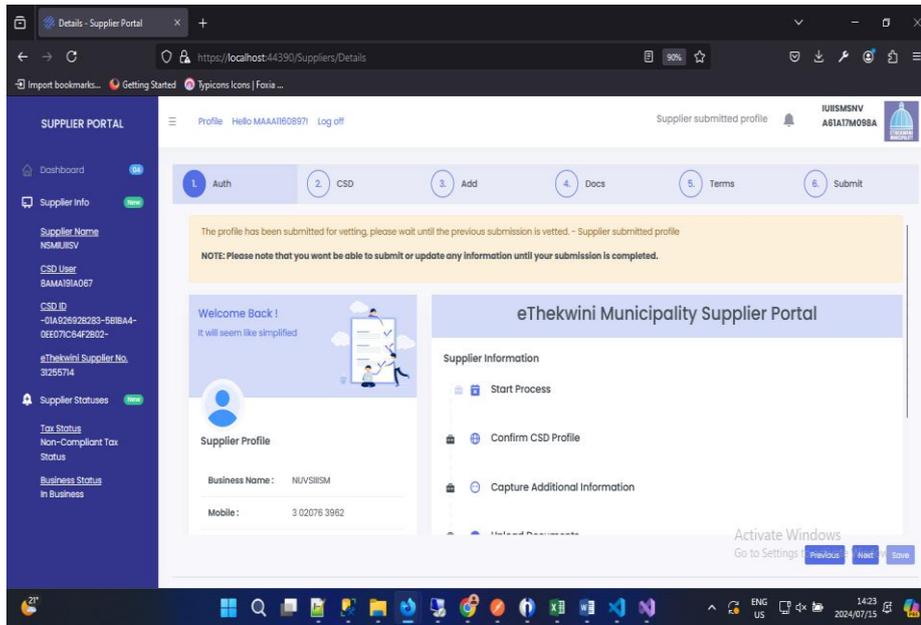
Step	Action
4.	Click on the <b>Save</b> button to save all your information including your attachments. The <b>Save</b> functionality will allow you to go back and make changes to previous Entered information. 



Step	Action
5.	Click on the <b>Submit</b> button to submit your captured information. <div style="text-align: center; margin-top: 10px;">  </div>

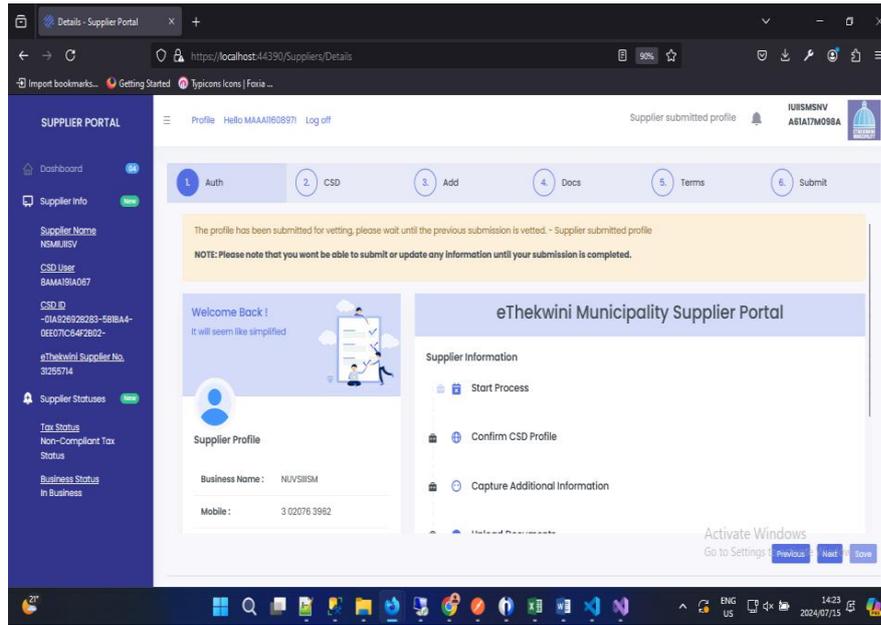


Step	Action
6.	Once the Supplier has <b>Submitted</b> they are redirected into the <b>Authorization page</b> and their <b>Profile</b> is locked pending vetting. Their status will change to <b>Supplier Submitted profile</b> .



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





Step	Action
8.	Click the <b>Log off</b> tab when you are done with you profile.  <a href="#">Log off</a>
9.	<b>End of Procedure.</b>