

Supplier Portal Created on 8/7/2023 11:59:00 AM



# Table of Contents

| Supplier Portal             | 1 |
|-----------------------------|---|
| Register and Login Supplier | 1 |
| Register New Supplier       |   |
| Login as Supplier           |   |
| Create a Supplier           | 7 |
| Create Supplier             | 7 |



### **Supplier Portal**

#### **Register and Login Supplier**

Register New Supplier

Procedure



| Step | Action  |
|------|---|
| 1.   | Click on <b>Register</b> tab to register the supplier.       Register |

| 👘 🔲 🔅 Enter your Central Supplier | r Datal × +  |                               |           |                  |        |                      |        |    |        |     |     |       | -       | 0            | ×           |
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| SUPPLIER PORTAL                   | Home Register Log in                                   | About                         |           |                  |        |                      |        |    |        |     |     |       |         |              | )<br>d<br>1 |
|                                   | Enter your Ce<br>Please enter your                     | entral Su<br>details as       | Ipplier D | Datab<br>CSD reg | ase Id | entifico<br>profile. | ation. |    |        |     |     |       |         |              | 0<br>11     |
|                                   | MAAANo   |                               |           |                  |        |                      |        |    |        |     |     |       |         |              | +           |
|                                   | Unique Reference No.<br>Supplier Name<br>Contact Email | Register<br>pallty Supplier P | fortal    |                  |        |                      |        |    |        |     |     |       |         |              |             |
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| Step | Action                     |
|------|----------------------------|
| 2.   | Click on the MAAA No field |

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| SUPPLIER PORTAL                                | me Register Log in About   |                              |    |               |     |     |        |                       | Q<br>==== |
|  |  |                              |    |               |     |     |        |                       | ž         |
|  | nter your Central Supplier Data<br>lease enter your details as per your CSD re | base Identification.         |    |               |     |     |        |                       | ې<br>۵    |
| ,  | AAA No.  |                              |    |               |     |     |        |                       | +         |
| ι  | ique Reference No.   |                              |    |               |     |     |        |                       |           |
| ş  | ipplier Name   |                              |    |               |     |     |        |                       |           |
|  | ontact Email   |                              |    |               |     |     |        |                       |           |
|  | Register   |                              |    |               |     |     |        |                       |           |
|  | 2023 - eThekwini Municipality Supplier Portal                                  |                              |    |               |     |     |        |                       |           |
|  |  |                              |    |               |     |     |        |                       |           |
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| Step | Action   |
|------|--|
| 3.   | Enter your MAA number " MAAA1234567 " into the field.  |
|      | You can retrieve your <b>MAAA number</b> from the csd website at <b>https://www.csd.gov.za</b> |

| 🕼 🗈 🔅 Enter your Central Supp | lier Datal × +  |    |       |     |     |                  | -     | 0   | ×        |
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| SUPPLIER PORTAL               | Home Register Log in About  |    |       |     |     |                  |       |     | Q<br>=== |
|                               | Enter your Central Supplier Database Identification.<br>Please enter your details as per your CSD registered profile. |    |       |     |     |                  |       |     | 0<br>0   |
|                               | MAAA No. MAAA1234567<br>Unique Reference No.<br>Supplier Name Contact Email   |    |       |     |     |                  |       |     | +        |
|                               | Register<br>© 2023 - eThekwini Municipality Supplier Portal   |    |       |     |     |                  |       |     |          |
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| Step | Action  |
|------|---|
| 4.   | Please click on the Unique Reference No field |



| Enter your Central Si | oplier Datal × +   |  | - A   |       | ~ | - 0 |   |
|-----------------------|--|--|-------|-------|---|-----|---|
| SUPPLIER PORTAL       | Home Register Log in About   |  | A" 12 | £≡ v⊕ | 1 |     | 1 |
|                       | Enter your Central Supplie<br>Please enter your details as per you | r Database Identification.<br>ur CSD registered profile. |       |       |   |     |   |
|                       | MAAA No. MAAA1234567<br>Unique Reference No.                       |  |       |       |   |     |   |
|                       | Contact Email Register   |  |       |       |   |     |   |
|                       | © 2023 - eThekwini Municipality Supplier Portal                    |  |       |       |   |     |   |
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| Step | Action   |
|------|--|
| 5.   | Enter your <b>Unique Reference Number</b> " A1234567-A123-1234-<br>ABC123456789" into the field. |

| ) 🔲 🔅 Enter your Centra | al Supplier Datal 🗙 🕂               |   |   |       |     |     |         | -     | 0  | ×      |
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|                         | Enter your Co<br>Please enter you   | entral Supplier Database Identification.<br>r details as per your CSD registered profile. |   |       |     |     |         |       |    | 2<br>0 |
|                         | MAAA No.                            | MAAA1234567   |   |       |     |     |         |       |    | +      |
|                         | Supplier Name                       |   |   |       |     |     |         |       |    |        |
|                         | Contact Email                       | Register  |   |       |     |     |         |       |    |        |
|                         | © 2023 - eThekwini Munic            | ipality Supplier Portal   |   |       |     |     |         |       |    |        |
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| Step | Action  |  |  |  |  |  |  |  |
|------|---|--|--|--|--|--|--|--|
| 6.   | lick on the <b>Register</b> button to register and you will receive your <b>email</b><br>otification once you have successfully registered. |  |  |  |  |  |  |  |
|      | Register  |  |  |  |  |  |  |  |



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| eThekwini Supplier Portal Registration Confirmation                    |   |                         |    |      |   |          |
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| Click here to download pictures. To help protect your privacy, Ou      | sk prevented automatic download of some pictures in this message.               |                         |    |      |   |          |
|  |   |                         |    |      |   | _        |
| Dear Supplier,   |   |                         |    |      |   |          |
| Please use the following credentials to verify your account            | nd change your password.  |                         |    |      |   |          |
| Click the following link to complete the registration: http:           | 3.200.1.26/sp/Account/Login   |                         |    |      |   |          |
| Username: MAAA1234567  |   |                         |    |      |   |          |
| Password: Password@123   |   |                         |    |      |   |          |
| With kind regards.   |   |                         |    |      |   |          |
| eThekwini SCM.   |   |                         |    |      |   |          |
| Please read this confidentiality disclaimer:                           |   |                         |    |      |   |          |
| https://www.durban.gov.za/pages/government/edisclaim                   |   |                         |    |      |   |          |
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| Please read this confidentiality disclaimer:                           |   |                         |    |      |   | >        |
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| Step | Action   |
|------|--|
| 7.   | See example of the email notification that will be received by the Supplier with Username and Password.<br>MAAA1234567<br>Password@123 |
| 8.   |  |
|      | End of Procedure.  |

#### Login as Supplier

#### Procedure



| Step | Action   |
|------|--|
| 1.   | Click on <b>Log in</b> tab to login as a supplier.<br>Log in |



| SUPPLIER PORTAL | Home Register Log in About                        |  |  |         |  |
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|                 |   |  |  | Thereas |  |
|                 | Log in  |  |  |         |  |
|                 | Lise a local account to log in                    |  |  |         |  |
|                 |   |  |  |         |  |
|                 | MAAA No.  |  |  |         |  |
|                 | Password  |  |  |         |  |
|                 |   |  |  |         |  |
|                 | Log in  |  |  |         |  |
|                 | Register as a new user                            |  |  |         |  |
|                 | Forgot your password?                             |  |  |         |  |
|                 |   |  |  |         |  |
|                 | © 2023 - e i nekwini wunicipality supplier Portai |  |  |         |  |
|                 |   |  |  |         |  |
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| Step | Action                     |
|------|----------------------------|
| 2.   | Click on the MAAA No field |

| 🕼 🔲 🛞 Log in | in - Supplier Portal | ×                        | +                            |             |               |       |     |   |   |     |        |    |   |       |     |     |       | -        | σ             | ×             |
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| SUPPLIER PO  | PRTAL                | Home Re                  | igister Log in               | Abou        | t             |       |     |   |   |     |        |    |   |       |     |     |       |          |               | Q<br>==       |
|              |                      | Log i<br>Use a l         | <b>n.</b><br>ocal acco       | ount to     | o log in.     |       |     |   |   |     |        |    |   |       |     |     |       |          |               | <u>ب</u><br>۵ |
|              |                      | MAAA No.<br>Password     |                              |             |               |       |     |   |   |     |        |    |   |       |     |     |       |          |               | +             |
|              |                      | Register a<br>Forgot you | s a new user<br>ir password? | Log         | in            |       |     |   |   |     |        |    |   |       |     |     |       |          |               |               |
|              |                      | © 2023 - e               | Thekwini Muni                | icipality S | Supplier Port | al    |     |   |   |     |        |    |   |       |     |     |       |          |               |               |
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| Step | Action  |
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| 3.   | Enter your MAA number " MAAA1234567 " into the field. |



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|                                | Log in.<br>Use a local account to log in.<br>MAAA No.<br>MAAL234567<br>Password<br>Log in<br>Register as a new user<br>Forgot your password?<br>© 2023 - eThekwini Municipality Supplier Portal |    |        |      |        |           |              | 11<br>0<br>1<br>1 |
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| Step | Action                                |
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| 4.   | Click on the <b>Password</b> No field |

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|                                | Log in.   |   |                               |      |     |     |       |                |              | 0        |
|                                | Use a local account to log in.                  |   |                               |      |     |     |       |                |              | 0        |
|                                |   |   |                               |      |     |     |       |                |              | +        |
|                                | Presword  |   |                               |      |     |     |       |                |              |          |
|                                |   |   |                               |      |     |     |       |                |              |          |
|                                | Log in  |   |                               |      |     |     |       |                |              |          |
|                                | Register as a new user                          |   |                               |      |     |     |       |                |              |          |
|                                | rorgot your passworar                           |   |                               |      |     |     |       |                |              |          |
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| Step | Action  |
|------|---|
| 5.   | Enter <b>Password</b> into the password field. Enter " <b>Password@123</b> ". |



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|                              | Log in.                                    |           |   |   |     |   |   |   |   |
|                              | Use a local account to log                 | J in.     |   |   |     |   |   |   |   |
|                              | MAAA No. MAAA1234                          | 567       |   |   |     |   |   |   |   |
|                              | Password                                   |           | 0 |   |     |   |   |   |   |
|                              | Log in                                     |           |   |   |     |   |   |   |   |
|                              | Register as a new user                     |           |   |   |     |   |   |   |   |
|                              | Forgot your password?                      |           |   |   |     |   |   |   |   |
|                              | © 2023 - eThekwini Municipality Supplie    | er Portal |   |   |     |   |   |   |   |
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|                              |  |           |   |   |     |   |   |   |   |

| Step | Action   |
|------|--|
| 6.   | Click on the <b>Log in</b> button to login into your Supplier profile. |
|      | Log in   |

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|--|--|--|--|---|
| SUPPLIER PORTAL  | Home Profile Log off About   |  | No submissions a   | Î |
|  |  |  |  |   |
| Supplier Information (Non)                               | eThekwini Munici   | pality Supplier Porte  | al   |   |
|  | Suppliers are required to first register on the<br>https://www.csd.gov.za  | Central Supplier Database (CSD) before registe   | ering on the eThekwini database. CSD website:  |   |
| <u>CSDID</u><br>CSDID<br>Dihekwidi <u>Ko.</u><br>Pending | In compliance with the Municipal Finance M<br>suppliers of goods and services to apply to la<br>data and upload relevant documents.<br>Compliance in registering your company vi<br>Management of documentation that a<br>challe wellfaction of company attails.<br>Ensures effective communication with<br>Real time opportunities to do business<br>Update of tenders and quotes avarded | anagement Act, No 56 of 2003, Regulation 41 (I)<br>be registered on its supplier database. Existing s<br>a this portal results in the following benefits:<br>nnually expires, such ons BEE and Tax certificates<br>the offset/minimum of the and the set of the set<br>with the eThekwini Municipality online; and<br>1. | a, the eThekhell Municipality hereby invites prospective<br>suppliers on the city's database are required to validate their<br>; |   |
|  | QUICK LINKS  | USEFUL LINKS   | CONTACT US   |   |
|  | Register on the Portal   | Available Tenders  | ଙ୍କ City Hall, 263 Dr Pixley Ka Seme<br>St   |   |
|  | Lisor Manua  | Awardod Topdore  |  |   |

| Step | Action  |
|------|---|
| 7.   | After you have logged on, you will notice new tab such as <b>Profile</b> and <b>Log off</b><br><b>Profile</b> Log off |
| 8.   | End of Procedure.   |

## Create a Supplier

Create Supplier

#### Procedure



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|   | Suppliers are required to first register on the<br>https://www.csd.gov.za  | Central Supplier Database (CSD) before registeri   | ing on the eThekwini database. CSD website:  | 0    |
|   | In compliance with the Municipal Finance Mo<br>suppliers of goods and services to apply to b   | anagement Act, No 56 of 2003, Regulation 14 (1)a,<br>re registered on its supplier database. Existing su                       | the eThekwini Municipality hereby invites prospective<br>ppliers on the city's database are required to validate their | +    |
|   | data and upload relevant documents.  |  |  |      |
|   | Management of documentation that an     Online verification of company details;     Ensures effective communication with the     Real time apportunities to do business     Update of tenders and quotes awarded | nually expires, such as BEE and Tax certificates;<br>he ethekwini Municipality;<br>vith the ethekwini Municipality online; and |  |      |
|   | QUICK LINKS  | USEFUL LINKS   | CONTACT US   |      |
|   | Register on the Portal   | Available Tenders  | @ City Hall, 263 Dr Pixley Ka Seme   | 0    |
| ttps://ethekwinisupplierportal.durban.gov.      | za/Suppliers/Details User Manual   | Awarded Tenders  | St   | \$   |
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| Step | Action  |
|------|---|
| 1.   | Click on the <b>Profile</b> tab to complete the supplier profile. |
|      | Profile   |

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| SUPPLIER PORTAL  | Home <b>Profile</b> Log  | eThekwini Municipality: Terms and Conditions X  | Q<br>===      |
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| Supplier Norme<br>CSD User<br>CSD ID<br>athologing<br>athologing | Supplier Prof<br>Stort Pro<br>Confirm<br>Coppose<br>Upicod<br>- Agree to<br>- Gammi -<br>- Check P | Introduction Interpretation Interpretatio Interpretation Interpretation Interpretation Interpre | <b>9</b><br>+ |
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| 2.   | Scroll down to read all the Terms and Conditions |





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| 3.   | Click the I agree button to agree to the Terms and Conditions. |
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| 4.   | Read through the <b>Supplier Profile processes</b> to complete your profile. |



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|              | CSDD<br>Sithekwini No.<br>Perclang | Supplier Profile:<br>• Start Process<br>• Confirm CSD Profile<br>• Capture Additional<br>• Upload Documents<br>• Agree to Terma and C<br>• Submit Profile<br>• Check Profile Status | formation  |             |            |                          |                       |            |               |
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| 5.   | Click the <b>Next</b> button to go to the next tab. |
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|  | Supplier Classification 32(218)<br>CIPC Company OR<br>BR Mumber   |           |
|  | Supplier Sub-classification Private Company (Pty)(Ltd)  |           |
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| 6.   | Scroll down by the <b>Information</b> tab to verify your details.                        |
|      | Should your details be incorrect, please go to <b>https://www.csd.gov.za</b> and change. |
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| <u>eThekwini No.</u><br>Pending        | Supplier Classification<br>CIPC Company                    | 31213181<br>OR   |
|  | Supplier Sub-classification<br>Private Company (Pty)(Ltd)  | PR Number  |
|  | Legal Name   | OR   |
|  | IUG CLSBHE IPDOLNEY  | Tax Registration No.   |
|  | Trading Name   |  |
|  | ldc oglHye iE bunPsi                                       | Company No.  |
|  | Identification Type  | 2015/360344/07   |
|  | South African Company/Close Corporation Registration N     | umber  |
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| 7.   | If the <b>Supplier</b> is already linked the <b>Address No.</b> , <b>PR No.</b> , <b>Tax Registration No</b> . and <b>Company No</b> . information will be displayed. |

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| 8.   | Click the <b>Directors</b> tab to view directors information |
|      | Directors  |



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| Supplier Name             | Information Directors Commodity Contact B                     | ank Address Tax BBBEE |                          | Â        |
| CSD User                  | Directors - Please check and confirm that the CSD details are | correct.              |                          |          |
| CSD ID                    |   |                       |                          | _        |
| eThekwini No.<br>Peorling | Name(s)   | Email Address         |                          | _ [1]    |
|                           | IOBSISUS  |                       |                          |          |
|                           | Surname   | Cellphone Number      |                          | - 11     |
|                           | MWANTUG   |                       |                          |          |
|                           | Appointment Date  | Is Owner              |                          |          |
|                           | 2015-10-19 12:00:00 AM  | True                  |                          |          |
|                           | Director Type   | Ownership Percentage  |                          |          |
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| 9.   | Scroll down by the <b>Directors</b> tab to verify your details.<br>Should your details be incorrect, please go to <b>https://www.csd.gov.za</b> and change. |

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|              | CSD User                   | Directors - Please check and confirm that the CSD details are correct. | +                             |
|              | CSD ID                     |  |                               |
|              | eThekwini No.<br>Pending   | Name(s) Email Address  |                               |
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|              |                            | Surname Cellphone Number   |                               |
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| 10.  | Click the <b>Commodity</b> tab to view commodity information |
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| ) : | Supplier Information (1889)     |                |                    |                                   |                |                                 |                    |                    |              |              |                  |                  |               |        |      |  |
|     | Supplier Name                   | Infor          | nation             | Directors                         | Commo          | dity Contact                    | Bank               | Address            | Tax          | BBBEE        |                  |                  |               |        | î.   |  |
|     | CSD User                        | Com            | modity - F         | Please check ar                   | nd confir      | m that the CSD det              | ails are corre     | ict.               |              |              |                  |                  |               |        | 1.   |  |
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|     | <u>eThekwini No.</u><br>Pending | #              | Segme              | nt                                |                | Family                          |                    | Class              |              | Commodit     | v                | 0                | commo<br>Code | dity   | L    |  |
|     |                                 | 1              | Building<br>Machin | g and Construct<br>ery and Access | tion<br>ories  | Heavy construe<br>machinery and | tion<br>lequipment | Earth m<br>machine | oving<br>ery | Front end lo | aders            | 2                | 2101501       |        | ł    |  |
|     |                                 | 2              | Buildinş<br>Machin | g and Construct<br>ery and Access | tion<br>iories | Heavy constru<br>machinery and  | tion<br>lequipment | Earth m<br>machine | oving<br>ery | Graders      |                  | 2                | 2101502       |        |      |  |
|     |                                 | 3              | Buildinş<br>Machin | g and Construct<br>ery and Access | tion<br>ories  | Heavy constru<br>machinery and  | tion<br>lequipment | Earth m<br>machine | oving<br>ery | Pile drivers |                  | 2                | 2101504       |        |      |  |
|     |                                 | 4              | Building<br>Machin | g and Construct<br>ery and Access | tion<br>ories  | Heavy constru<br>machinery and  | tion<br>lequipment | Earth m<br>machine | oving<br>ery | Rollers      |                  | 2                | 2101505       |        |      |  |
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| 11.  | Scroll down by the <b>Commodity</b> tab to verify your details.<br>Should your details be incorrect, please go to <b>https://www.csd.gov.za</b> and |
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|                                 | 2 Building and Construction<br>Machinery and Accessories | Heavy construction<br>machinery and equipment | Earth moving<br>machinery | Graders              | 22101502          |     |
|                                 | 3 Building and Construction<br>Machinery and Accessories | Heavy construction<br>machinery and equipment | Earth moving<br>machinery | Pile drivers         | 22101504          |     |
|                                 | 4 Building and Construction<br>Machinery and Accessories | Heavy construction<br>machinery and equipment | Earth moving<br>machinery | Rollers              | 22101505          |     |
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| 12.  | Click the <b>Contact</b> tab to view contact information |
|      | Contact  |



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| 13.  | Scroll down by the <b>Contact</b> tab to verify your details.<br>Should your details be incorrect, please go to <b>https://www.csd.gov.za</b> and change. |

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| 14.  | To scroll down and up. |



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| 15.  | Click the <b>Bank</b> tab to view bank information |
|      | Bank   |

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|                                 | Account Type  |                             |            | 1      |    |   |
|                                 | Current Accounts  |                             |            |        |    |   |
|                                 | Bank Name   |                             |            |        |    |   |
|                                 | AROB DIT KASAOST DFUAHNAFRON                                      |                             |            |        |    |   |
|                                 | Branch Number   |                             |            |        |    |   |
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| 16.  | Scroll down by the <b>bank</b> tab to verify your details.<br>Should your details be incorrect, please go to <b>https://www.csd.gov.za</b> and |
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| 17.  | Click the Address tab to view bank information |
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| Supplier Information 1999 Supplier Name CSD User CSD ID | Information Directors Commodity Contact Bank Address Tax 86665<br>Address - Please check and confirm that the CSD details are correct. |                             |            | Î                   | 3<br>4 |
| CSD ID<br>athetisvini Ha<br>Pending                     | Address Line 1 T ERFEPI TEROAZO Address Line 2 loson ndMyAria  |                             |            |                     |        |
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| 18.  | Scroll down by the Address tab to verify your details.                                   |
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| Supplier Name                   | Information Directors Commodity Contact Bank Address Tax BBBEE       | *                       |
| CSD User                        | Address - Please check and confirm that the CSD details are correct. |                         |
| <u>eThekwini No.</u><br>Pending | Address Line 1<br>T ERFEPN TEROAIZD                                  |                         |
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| 19.  | Click the <b>Tax</b> tab to view bank information |

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| Supplier Information            |  |                       |
| Supplier Name                   | Information Directors Commodity Contact Bank Address Tax BBBEE   | Í                     |
| CSD User                        | Tax - Please check and confirm that the CSD details are correct. |                       |
| <u>CSD ID</u>                   |  |                       |
| <u>eThekwini No.</u><br>Pending | Income Tax No.   |                       |
|                                 | 19/3480878   |                       |
|                                 | PATE IN.   |                       |
|                                 | Vat No.  |                       |
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| 20.  | Scroll down by the <b>Tax</b> tab to verify your details.<br>Should your details be incorrect, please go to <b>https://www.csd.gov.za</b> and change |



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| Supplier Name                   | Information Directors Commodity Contact Bank Address Tax BBBEE   | Î.                        |
| CSD User                        | Tax - Please check and confirm that the CSD details are correct. |                           |
| CSD ID                          |  |                           |
| <u>eThekwini No.</u><br>Pendina | Income Tax No.   |                           |
|                                 | 1975480878   |                           |
|                                 | PAYE No.   |                           |
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| 21.  | Click the <b>BBBEE</b> tab to view bank information |
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| Supplier Information     Supplier Name     CSD User     CSD ID | Information Directors Commodity Contact Bank Address Tox BBBEE<br>BBBEE - Please check and confirm that the CSD details are correct. |                          |            | Î        | ©<br>@<br>+ |
| <u>eThekwini No.</u><br>Pending                                | BBBEE Verification Regulator SANAS BBBEE Verification Agen NOT APPUCABLE   | су                       |            |          |             |
|  | Certificate Type Black Woman Ownership Sworn Affidavit 0.00  |                          |            |          |             |
|  | Certificate No. Certificate Signed By<br>acseiMmo  |                          |            |          |             |
|  | Certificate Issue Date Certificate Sign Date   |                          |            |          |             |
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| 22.  | Scroll down by the <b>BBBEE</b> tab to verify your details.                      |
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| Supplier Name            | Information Directors Commodity Contact                 | Bank Address Tax BBBEE         |                             |                                       | ^   |
| CSD User<br>CSD ID       | BBBEE - Please check and confirm that the CSD details a | re correct.                    |                             |                                       |     |
| eThekwini No.            | BBBEE Verification Regulator                            | SANAS BBBEE Verification Agenc | у                           |                                       |     |
| Pending                  |   | NOT APPLICABLE                 |                             |                                       |     |
|                          | Certificate Type  | Black Woman Ownership          |                             |                                       | ÷., |
|                          | Sworn Affidavit   | 0.00                           |                             |                                       |     |
|                          | Certificate No.   | Certificate Signed By          |                             |                                       |     |
|                          |   | aaselMmo                       |                             |                                       |     |
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| 23.  | Click Next button to go to 3. Add tab. |

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| Ģ            | Supplier Information             |   |                          |                       | 0      |
|              | Supplier Name                    | Physical Address Preferred Contact Payable / Supplier Info BBBEE Info Bank Info |                          | Î                     | o,     |
|              | CSD User                         |   |                          |                       | +      |
|              | CSD ID                           | Physical Address - Please check and confirm that the CSD details are correct.   |                          |                       |        |
|              | <u>e Inekwini No.</u><br>Pending | CSD - Supplier Address<br>Municipality<br>UPhongolo                             |                          | L                     |        |
|              |                                  | Address Line 1  |                          |                       |        |
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| 24.  | Scroll down by the <b>Physical Address</b> tab to verify your details.<br>Should your details be incorrect, please go to <b>https://www.csd.gov.za</b> and |
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| Supplier Information ()          |   |                            |
| <u>Supplier Name</u><br>CSD User | Physical Address Preferred Contact Payable / Supplier Info BBBEE Info Bank Info | Î                          |
| <u>CSD ID</u>                    | Physical Address - Please check and confirm that the CSD details are correct.   |                            |
| <u>eThekwini No.</u><br>Pending  | CSD - Supplier Address<br>Municipality  |                            |
|                                  | UPhongolo   |                            |
|                                  | Address Line 1  |                            |
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| 25.  | Click the <b>Preferred Contact</b> tab to view and complete the preferred contact information.           Preferred Contact |

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| S          | upplier Name              | Physical Address Preferred                    | Contact Payable / Suppl      | ier Info BBBEE Info        | Bank Info               |                          |                       | Ê                     | •     |
| <u>c</u>   | SD User                   |   |                              |                            |                         |                          |                       |                       | +     |
| c          | SD ID                     | Preferred Contact - Please ch                 | eck and confirm that the CSI | ) details are correct.     |                         |                          |                       |                       |       |
| Pi         | ending                    | CSD - Supplier Contact<br>Name(s)<br>biisuoSs |                              | Preferred -<br>Contact Nam | - Supplier Contac<br>ne | t                        |                       | L                     |       |
|            |                           | Surname                                       |                              | Contact Ema                | il                      |                          |                       |                       |       |
|            |                           | gwnMtua                                       |                              |                            |                         |                          |                       |                       |       |
|            |                           | Cellphone No.                                 |                              | Contact Pho                | ne Type 1               |                          |                       |                       |       |
|            |                           | 000 469 0070                                  |                              | Piedse s                   | elect Contact Phone     |                          |                       |                       |       |
|            |                           | uw.mlmuaiotacsbnma@a                          |                              | Contact Pho                | ne Area Code I          |                          |                       |                       |       |
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| 26.  | Scroll down by the <b>Preferred Contact</b> tab to verify your details. |
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| Supplier Information            | Preferred Contact - Please check and confirm I  | at the CSD details are correct.             | •     |
| CSD User                        | CSD – Supplier Contact                          | Preferred - Supplier Contact                | 11    |
| CSDID                           | Name(s)   | Contact Name                                |       |
| <u>eThekwini No.</u><br>Pending | biisuoSs  |   |       |
|                                 | Surname   | Contact Email                               |       |
|                                 | gwnMtua   |   |       |
|                                 | Cellphone No.                                   | Contact Phone Type 1                        |       |
|                                 | 056 489 6076                                    | Please Select Contact Phone                 |       |
|                                 | Email Address                                   | Contact Phone Area Code 1                   |       |
|                                 | uw.mlmuaiotacsbnmg@g                            |   |       |
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| 27.  | To scroll down and up. |

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| Supplier Information Supplier Name | Preferred Contact - Please check and confirm that the CSI | details are correct.                      |          |
| CSD User                           | CSD - Supplier Contact                                    | Preferred - Supplier Contact              |          |
| CSD ID                             | Name(s)   | Contact Name                              |          |
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|                                    | 056 489 6076  | Please Select Contact Phone               |          |
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| 28.  | Click on the Contact Name field to enter supplier contact name. |
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| Supplier Information ())        | Preferred Contact - Please check and confirm that | he CSD details are correct.                  |
| CSD User                        | CSD - Supplier Contact                            | Preferred - Supplier Contact                 |
| <u>CSD ID</u>                   | Name(s)   | Contact Name                                 |
| <u>eThekwini No.</u><br>Pending | biisuoSs  |  |
|                                 | Surname   | Contact Email                                |
|                                 | gwnMtua   |  |
|                                 | Cellphone No.                                     | Contact Phone Type 1                         |
|                                 | 056 489 6076                                      | Please Select Contact Phone                  |
|                                 | Email Address                                     | Contact Phone Area Code 1                    |
|                                 | uw.mlmuaiotacsbnmg@g                              |  |
|                                 | Telephone No.                                     | Contact Phone 1                              |
|                                 | South African Identification Number               | Remittance Email                             |
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| 29.  | Enter supplier preferred Contact Name e.g. "Aliswa Khan" |

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| CSD User                      | CSD - Supplier Contact                                | Preferred - Supplier Contact         |        |
| CSD ID                        | Name(s)   | Contact Name                         |        |
| eThekwini No.                 | biisuoSs  | Aliswa Khan                          |        |
| Pending                       | Surname   | Contact Email                        |        |
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|                               | Cellphone No.   | Contact Phone Type 1                 |        |
|                               | 056 489 6076  | Please Select Contact Phone          |        |
|                               | Email Address   | Contact Phone Area Code 1            |        |
|                               | uw.mlmuaiotacsbnmg@g                                  |                                      |        |
|                               | Telephone No.   | Contact Phone 1                      |        |
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| 30.  | Click the <b>Contact Email</b> field to enter your supplier preferred contact email. |



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| Supplier Name          | Preferred Contact - Please check and confirm tha | the CSD details are correct.      | *      |
| CSD User               | CSD - Supplier Contact                           | Preferred - Supplier Contact      |        |
| CSD ID                 | Name(s)  | Contact Name                      |        |
| eThekwini No.          | biisuoSs   | Aliswa Khan                       |        |
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|                        | Cellphone No.                                    | Contact Phone Type 1              |        |
|                        | 056 489 6076                                     | Please Select Contact Phone       |        |
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|                        | uw.mlmuaiotacsbnmg@g                             |                                   |        |
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| 31.  | Enter Contact Email into the field. Enter "aliswakhan@yahoo.com". |

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| Supplier Name          | Preferred Contact - Please check and confirm that th | a CSD details are correct.                   | • |
| CSD User               | CSD - Supplier Contact                               | Preferred - Supplier Contact                 |   |
| CSD ID                 | Name(s)  | Contact Name                                 |   |
| eThekwini No.          | biisuoSs   | Aliswa Khan                                  |   |
| Perioding              | Surname  | Contact Email                                |   |
|                        | gwnMtua  | aliswakhan@yahoo.com                         |   |
|                        | Cellphone No.  | Contact Phone Type 1                         |   |
|                        | 056 489 6076   | Please Select Contact Phone                  |   |
|                        | Email Address  | Contact Phone Area Code 1                    |   |
|                        | uw.mlmuaiotacsbnmg@g                                 |  |   |
|                        | Telephone No.  | Contact Phone 1                              |   |
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| 32.  | Click the Contact Phone Type 1 Combo Box |
|      | Please Select Contact Phone              |



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| <u>CSD ID</u>            | Name(s)   | Contact Name                                   |
| eThekwini No.            | biisuoSs  | Aliswa Khan                                    |
| Pending                  | Surname   | Contact Email                                  |
|                          | gwnMtua   | aliswakhan@yahoo.com                           |
|                          | Cellphone No.                                     | Contact Phone Type I                           |
|                          | 056 489 6076                                      | Please Select Contact Phone                    |
|                          | Email Address                                     | Please Select Contact Phone                    |
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|                          | South African Identification Number               | Remittance Email                               |
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| 33.  | Choose the supplier preferred contact phone type from the combo box. |
|      | Cellphone  |

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| Ģ            | Supplier Information (IIII)<br>Supplier Name<br>CSD User<br>CSD ID<br>athekwini No.<br>Ponding | Name(s) C<br>bisuo5s C<br>gwhMtua C<br>Cellphone No. C<br>056 488 6076 C               | antact Home<br>Allava Khan<br>antact Email<br>allawakhan (tyoho.com<br>antact Phone Type 1<br>Cellphone<br>antact Phone Area Code 1 |                     |
|              |  | ux.mimualotocsbnmg@g Telephone No. C South African Identification Number 0880878170385 | antact Phone 1<br>Imilitance Email  |                     |
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| 34.  | Click the <b>Contact Phone 1</b> field to enter your supplier preferred contact . |



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| Supplier Information 📟          | Name(s)   | Contact Name                                 |    |
| Supplier Name                   | blisuoSs  | Aliswa Khan                                  |    |
| CSD User                        | Surname   | Contact Email                                |    |
| CSD ID                          | gwnMtua   | aliswakhan@yahoo.com                         |    |
| <u>eThekwini No.</u><br>Pendina | Cellphone No.                                     | Contact Phone Type 1                         |    |
|                                 | 056 489 6076                                      | Cellphone                                    |    |
|                                 | Email Address                                     | Contact Phone Area Code 1                    |    |
|                                 | uw.mlmuaiotacsbnmg@g                              |  |    |
|                                 | Telephone No.                                     | Contact Phone 1                              |    |
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|                                 | South African Identification Number               | Remittance Email                             |    |
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| 35.  | Enter the <b>Contact Phone 1</b> into the field. Enter "0635566880". |

|                          | supplier per union surrige view, suppliers/ Details  |                            |                            |  |
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| Supplier Name            | hileuose   | Aliswa Khan                | ^                          |  |
| CSD User                 | Discussion of the second secon | Ocentrat Secol             |                            |  |
| CSD ID                   | awnMtua  | aliswakhan@vahoo.com       |                            |  |
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| Pending                  | 056 489 6076   | Cellphone                  |                            |  |
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|                          | uw.mimuqiotacsbnma@a   | Contact Phone Area Code I  |                            |  |
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| 36.  | Click the <b>Remittance Email</b> field. |
|      |  |



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| 37.  | Enter the <b>Remittance Email</b> into the field. Enter "remittee@gmail.com". |

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| <u>c</u><br>e | SD ID<br>Thekwini No.  | Preferred Contact - Please check and confirm that | he CSD details are correct.                               |                     |                         |             |
| P             | enaing   | CSD - Supplier Contact<br>Name(s)<br>biisuoSs     | Preferred - Supplier Conto<br>Contact Name<br>Aliswa Khan | act                 |                         |             |
|               |  | Surname<br>gwnMtua                                | Contact Email<br>aliswakhan@yahoo.com                     |                     |                         |             |
|               |  | Cellphone No.<br>056 489 6076                     | Contact Phone Type 1<br>Cellphone                         |                     |                         |             |
|               |  | Email Address<br>uw.mlmuaiotacsbnmg@g             | Contact Phone Area Code 1                                 |                     |                         |             |
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| 38.  | ck the <b>Payable / Supplier Info</b> tab to view and complete the information. |  |  |  |  |
|      | Payable / Supplier Info   |  |  |  |  |



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| 39.  | Scroll down by the <b>Payable / Supplier Info</b> to add your payable supplier information. |
| 37.  | Payable / Supplier Info   |

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| 40.  | Click the <b>Payment Reference</b> combobox to choose the supplier preferred payment method. |



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| 41.  | To scroll down and up. |

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| 42.  | Click the <b>COIDA Validity Date</b> calender search.   |  |  |
|      | COIDA - compensation for occupational injuries and diseases act.                                |  |  |
|      | If the Supplier is registered under <b>COIDA</b> , please enter the <b>COIDA validity date.</b> |  |  |
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| 43.  | Select the date on the calender to select the <b>COIDA validity date.</b> |

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| 44.  | Click the <b>UIF No</b> field.   |
|      | UIF - Unemployed Insurance Fund  |
|      | If the <b>Supplier</b> contributes towards the employee's <b>UIF</b> , please enter <b>UIF</b> No. |



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| 45.  | Click on the <b>PSIRA No</b> field.   |  |
|      | PSIRA - Private Security Industry Regulatory Authority                                      |  |
|      | If the <b>Supplier</b> is registered under <b>PSIRA</b> , please enter the <b>PSIRA</b> No. |  |

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| 46.  | Click the Financial Year End Date calender search. |
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| 47.  | Click the Supplier Financial Year End date. |
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| 48.  | Click on the <b>BBBEE</b> tab to enter your information.   |
|      | <b>BBBEE - Broad - Based Black Economic Empowerment</b>  |
|      | BBBEE - Is a document verifying your business perfomance with regards to black economic empowerment in South Africa. |
|      | BBBEE Info   |



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| 49.  | Click the <b>BBBEE Start Date</b> calender search. |

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| 50.  | Click the pane.Select the date on the calender to select the <b>BBBEE Start Date</b> . |



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| 52.  | Click the pane.Select the date on the calender to select the <b>BBBEE Expiry Date</b> . |
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| 53.  | Number of days is calculated from presant date to the <b>BBBEE Expiry Date</b> . |
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| 54.  | Click on the <b>Bank Info</b> tab to enter your information. |



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| 55.  | Tick the check box if the Supplier is added as a public beneficiary. |
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| 56.  | Click on the combo box to select the public beneficiary. |



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| 57.  | The Supplier will select from the public beneficiary list. |

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| 58.  | Do not <b>Tick</b> the check box the supplier is not registered under public beneficiary. |



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| 60.  | Click on the <b>Browse</b> button to attach the <b>Physical Location</b> document. |
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| 61.  | Select the <b>Physical Location</b> document to attach. |
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| 70.  | Select the <b>BBBEE Certificate</b> document to attach. |
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| 79.  | Tick the check box to agree with the Terms and Conditions. |
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| Supplier Information            |  |  |   |   |   |   |         |  |
| Supplier Name                   | 10. No Warranties or Represe   | entations  |   |   |   |   | ^       |  |
| CSD User                        | <ul> <li>The Conditions of</li> <li>Users acknowledge</li> </ul>   | Use evidences the sole terms a<br>ge and agree that any warrantie  | and conditions governing these statements or represent  | ne Services.<br>tations of whatever nature  | and in whatever form, i   | ncluding  |         |  |
| CSD ID                          | promotional mate<br>Conditions of Use  | erials, granted or made by the e<br>shall not be valid and enforced  | Thekwini Municipality, its e<br>ble and Users shall not hol   | mployees, agents or advis<br>d the eThekwini Municipal  | sors which are not states<br>ity liable to any such wa  | d in the<br>rranty or                                 |         |  |
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| 80.  | Click on the <b>Next</b> button to go to the next tab  |
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| 81.  | Click on the <b>Save</b> button to save the information.   |
|      | The save functionality will allow you to go back and make changes to previous entered information. |

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| 82.  | Click on the <b>Submit</b> button to submit your captured information. |
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| 83.  | Click on the <b>Next</b> button to go to the next tab |
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| 84.  | Once the <b>Supplier</b> profile is submitted the status will change to Supplier submitted profile. |
|      | Supplier submitted profile  |



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| 85.  | Any notification pedding on your profile will be alerted on the ring bell icon. |
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| 86.  | Click the <b>Log off</b> tab when you are done with you profile. |
|      | Log off  |
| 87.  |  |
|      | End of Procedure.  |