



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



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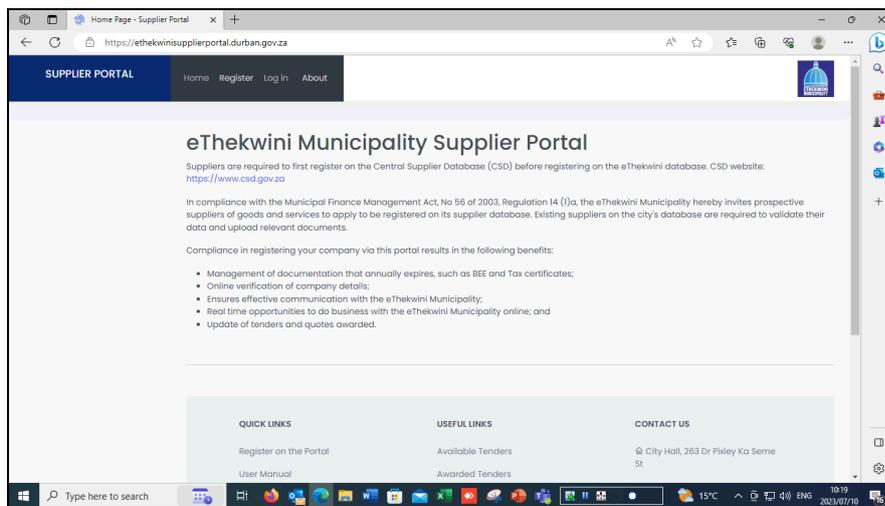


# Supplier Portal

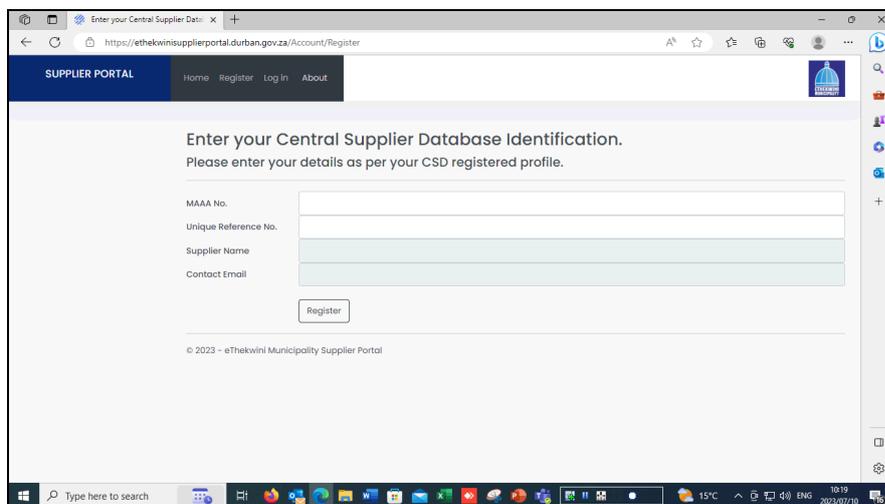
## Register and Login Supplier

### Register New Supplier

#### Procedure

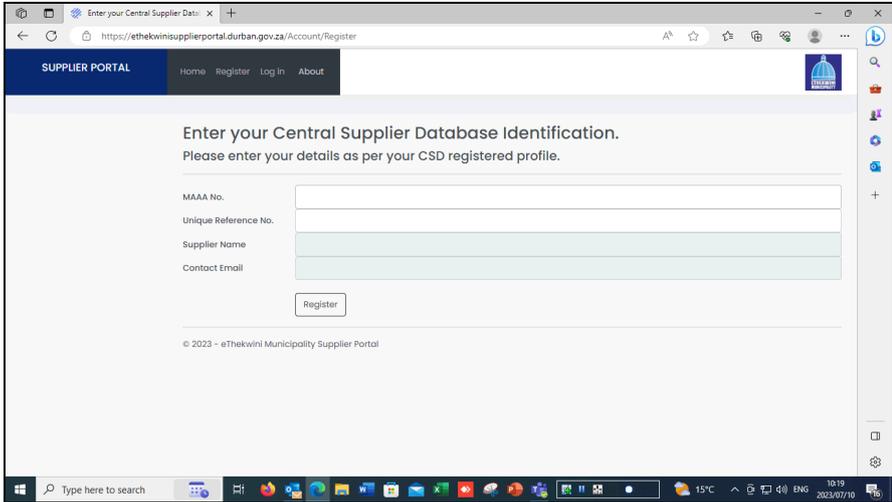


Step	Action
1.	Click on <b>Register</b> tab to register the supplier. 

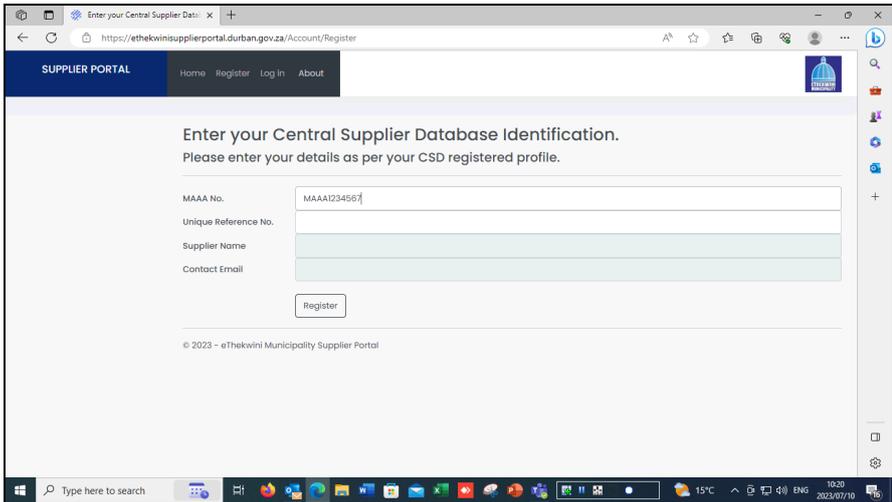




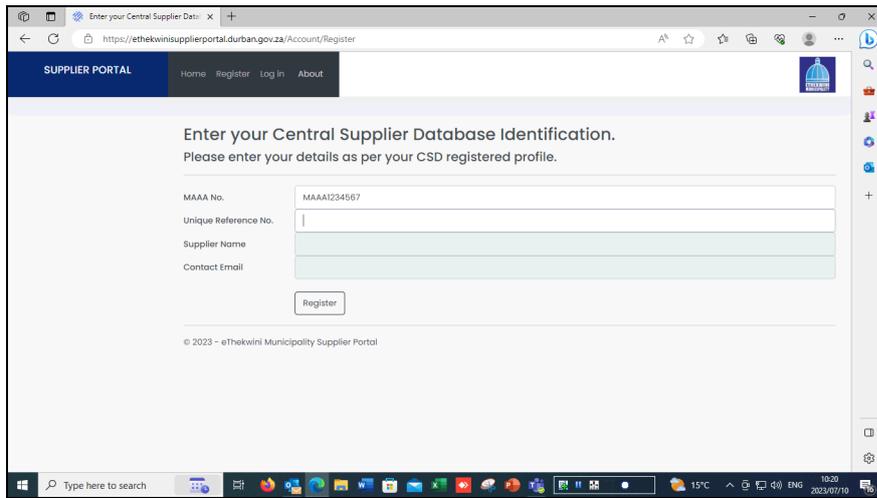
Step	Action
2.	Click on the <b>MAAA No</b> field



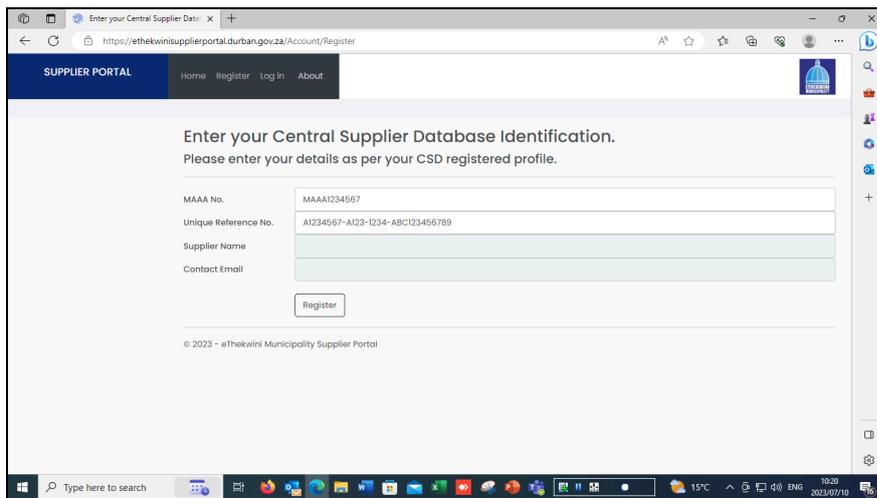
Step	Action
3.	Enter your <b>MAA number</b> " <b>MAAA1234567</b> " into the field.  You can retrieve your <b>MAAA number</b> from the csd website at <a href="https://www.csd.gov.za">https://www.csd.gov.za</a>



Step	Action
4.	Please click on the <b>Unique Reference No</b> field

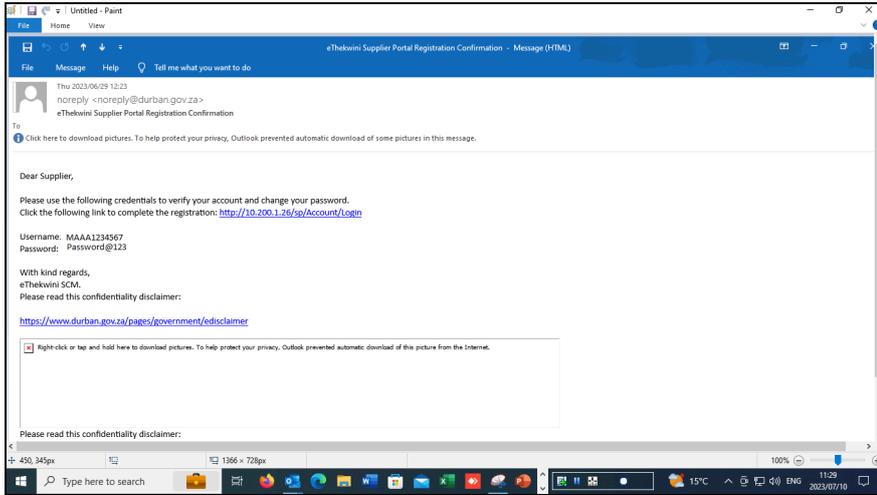


Step	Action
5.	Enter your <b>Unique Reference Number</b> " <b>A1234567-A123-1234-ABC123456789</b> " into the field.



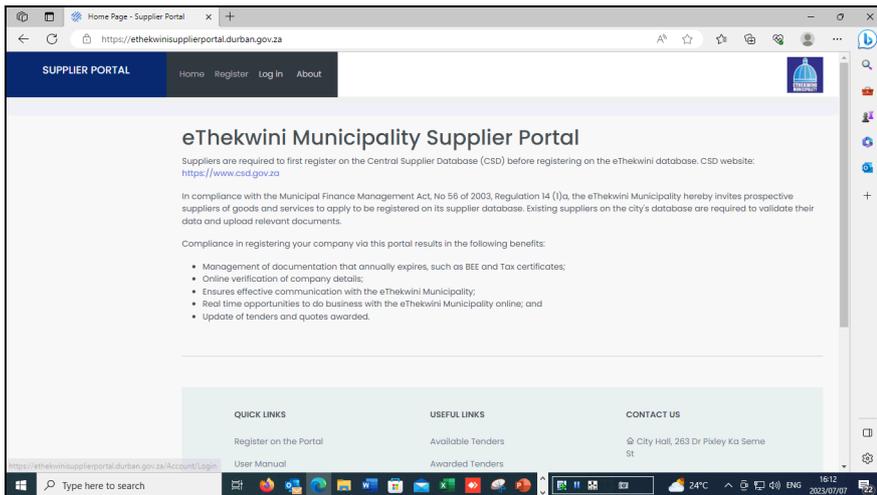
Step	Action
6.	Click on the <b>Register</b> button to register and you will receive your <b>email notification</b> once you have successfully registered.

Register

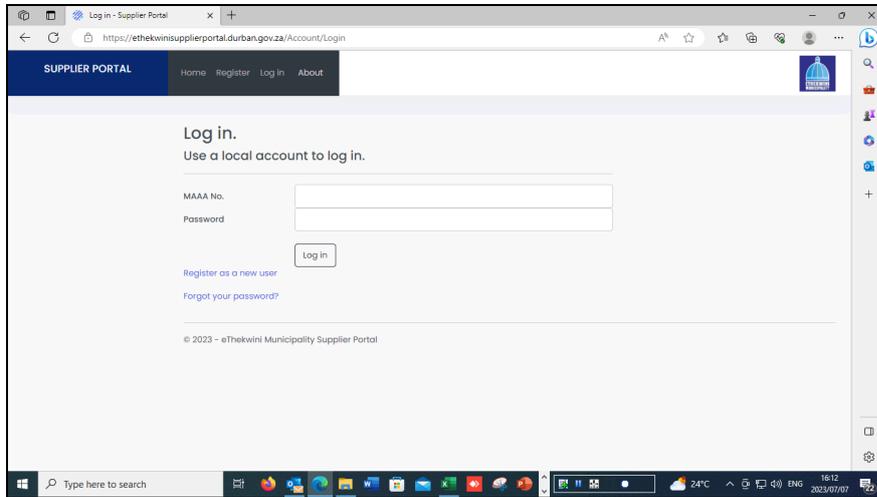


Step	Action
7.	See example of the email notification that will be received by the Supplier with <b>Username</b> and <b>Password</b> . <div style="border: 1px solid black; padding: 2px; display: inline-block;">MAAA1234567 Password@123</div>
8.	<b>End of Procedure.</b>

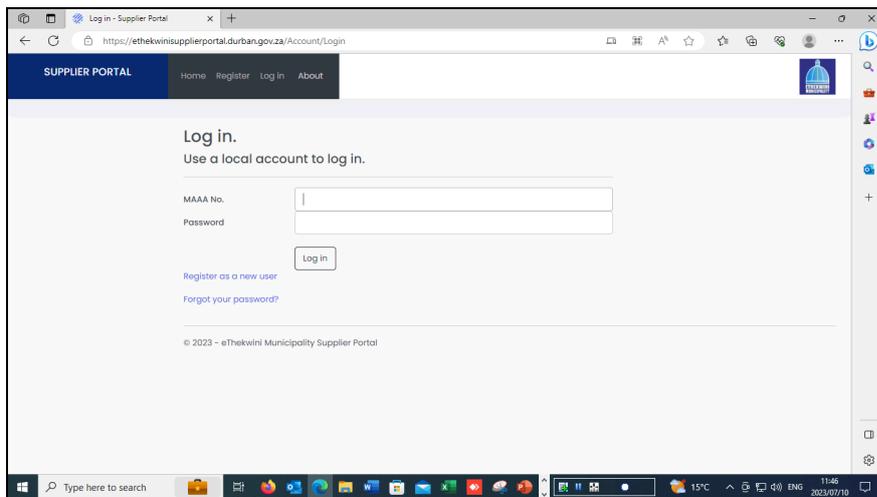
## Login as Supplier Procedure



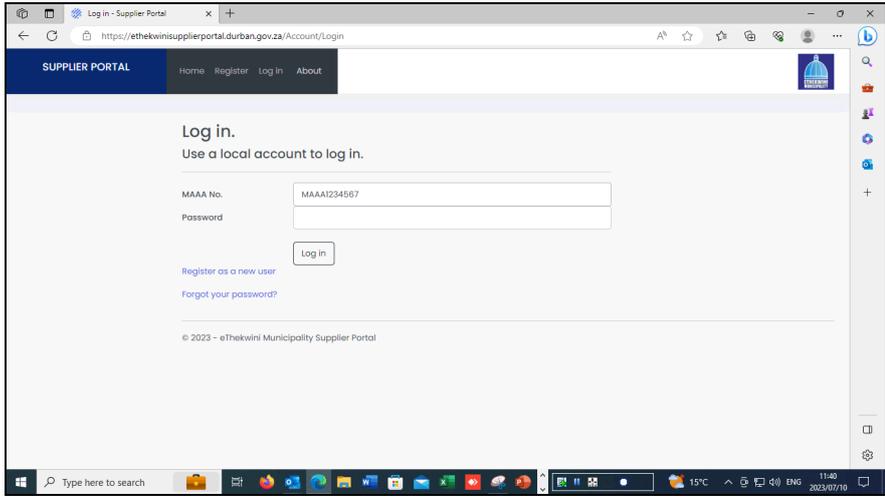
Step	Action
1.	Click on <b>Log in</b> tab to login as a supplier. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Log in</div>



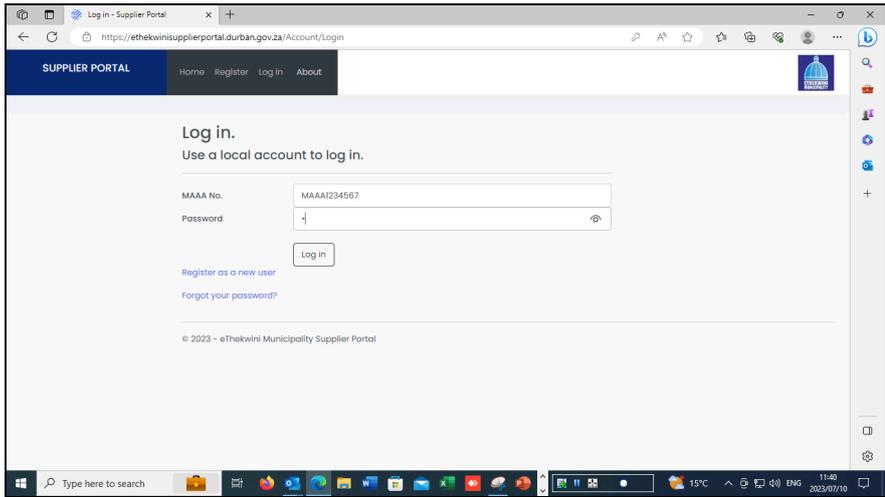
Step	Action
2.	Click on the <b>MAAA</b> No field



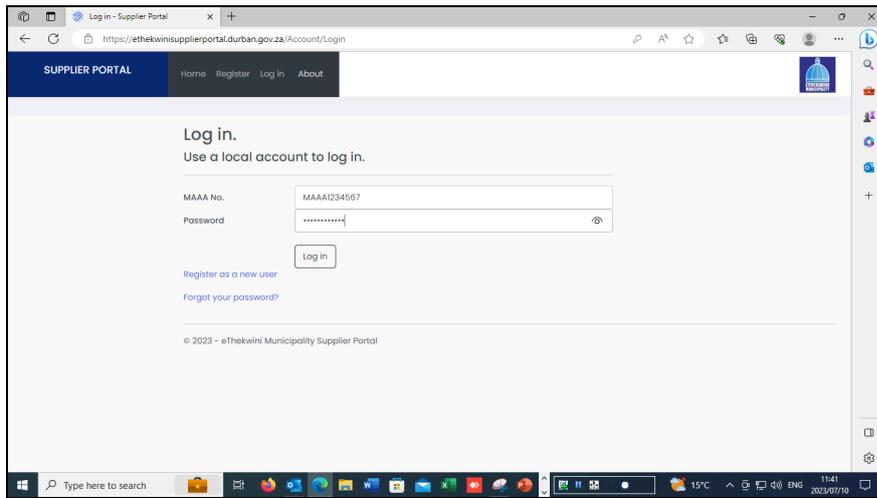
Step	Action
3.	Enter your <b>MAA number</b> " <b>MAAA1234567</b> " into the field.



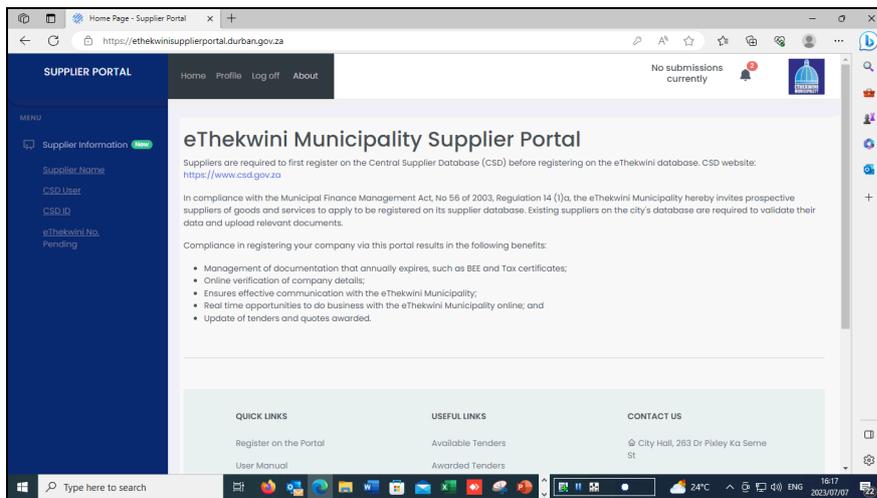
Step	Action
4.	Click on the <b>Password</b> No field

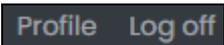


Step	Action
5.	Enter <b>Password</b> into the password field. Enter " <b>Password@123</b> ".



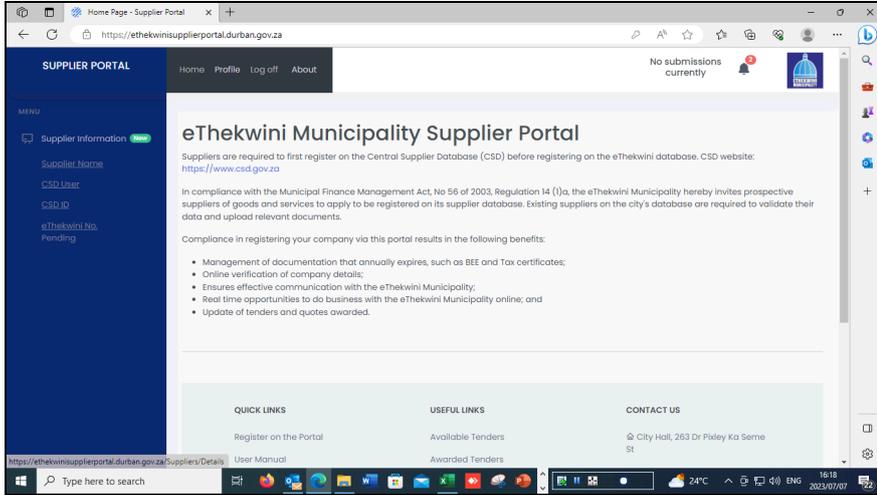
Step	Action
6.	Click on the <b>Log in</b> button to login into your Supplier profile. 



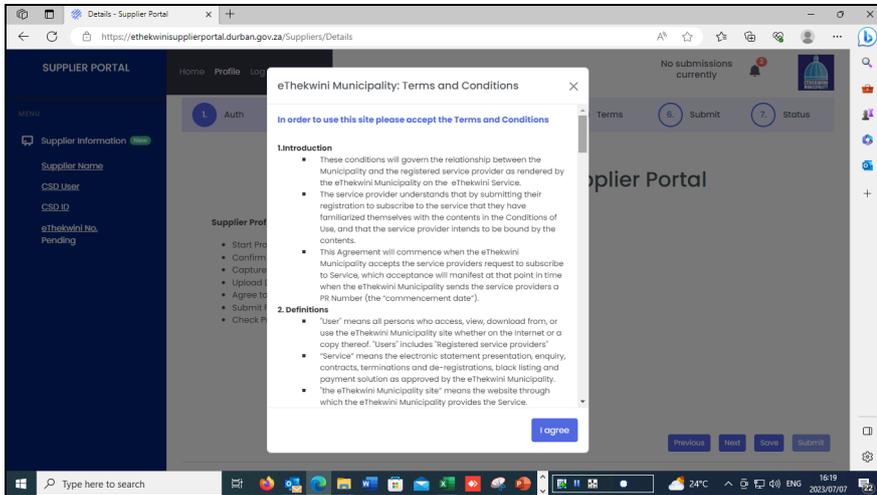
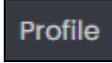
Step	Action
7.	After you have logged on, you will notice new tab such as <b>Profile</b> and <b>Log off</b> 
8.	<b>End of Procedure.</b>

## Create a Supplier

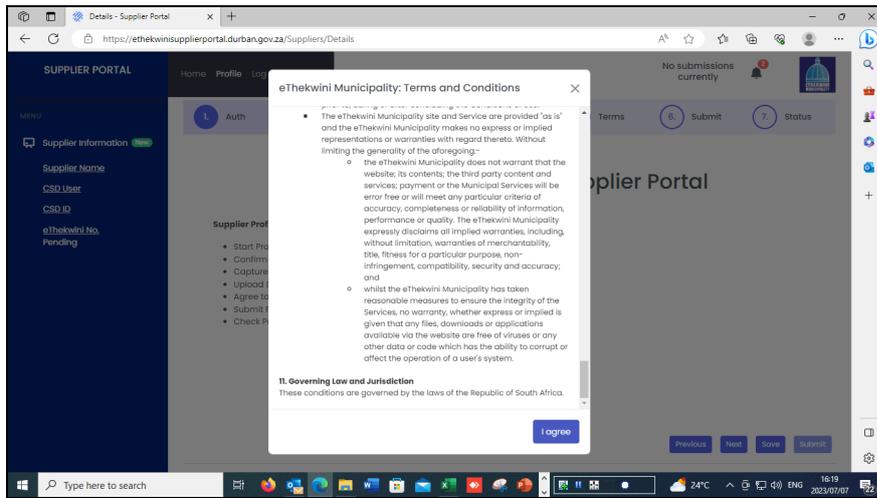
## Create Supplier Procedure



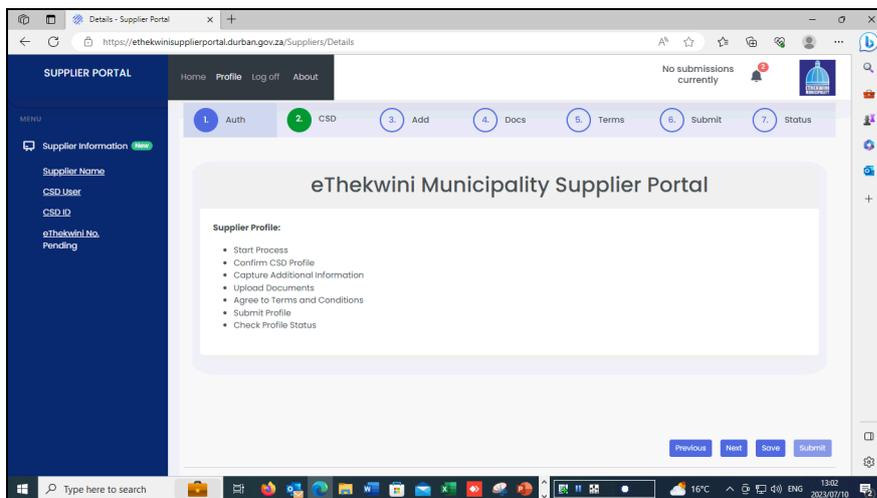
Step	Action
1.	Click on the <b>Profile</b> tab to complete the supplier profile.



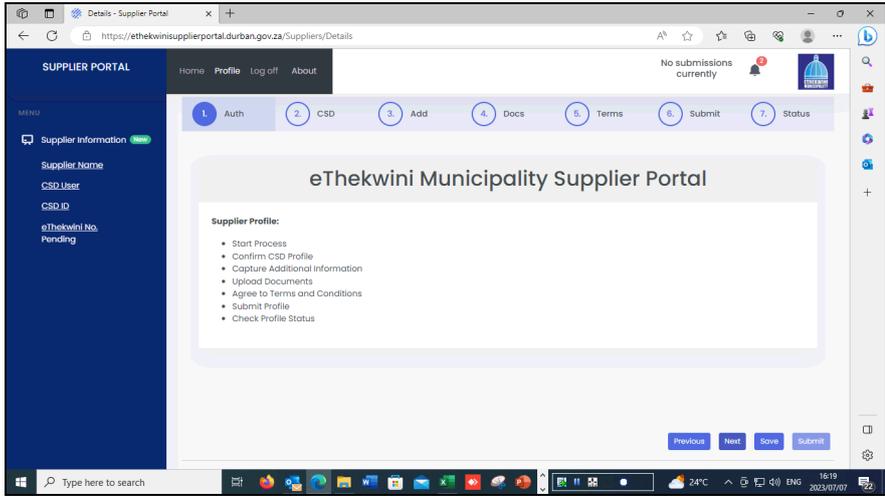
Step	Action
2.	Scroll down to read all the <b>Terms and Conditions</b>



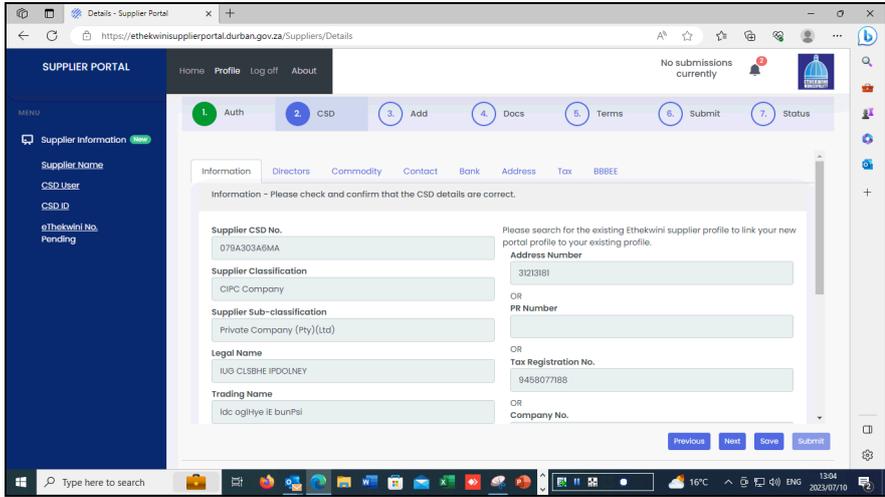
Step	Action
3.	Click the <b>I agree</b> button to agree to the <b>Terms and Conditions</b> .



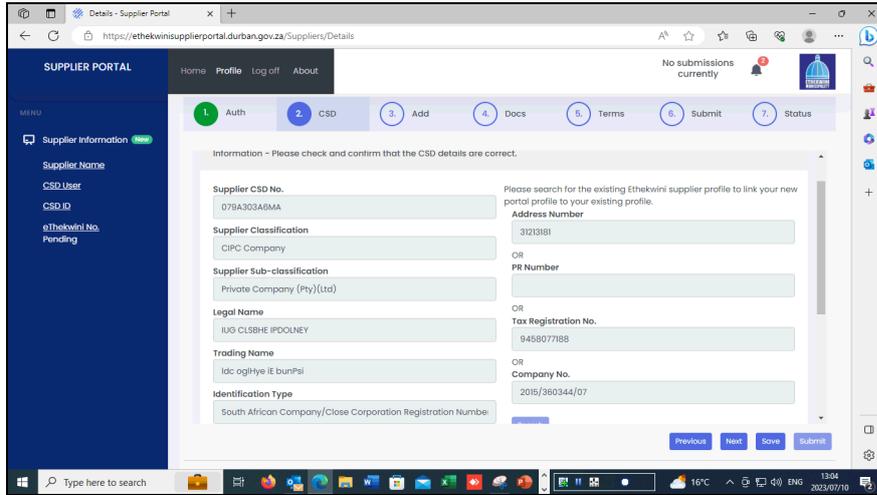
Step	Action
4.	Read through the <b>Supplier Profile processes</b> to complete your profile.



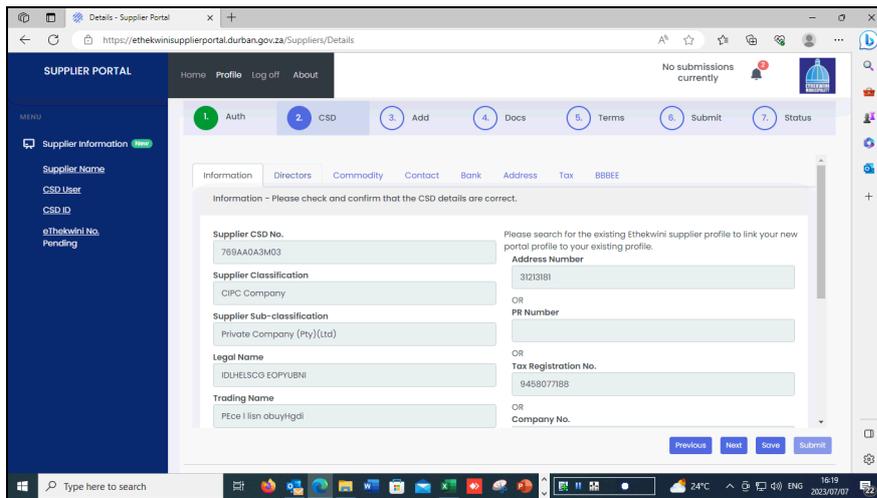
Step	Action
5.	Click the <b>Next</b> button to go to the next tab. 



Step	Action
6.	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. 

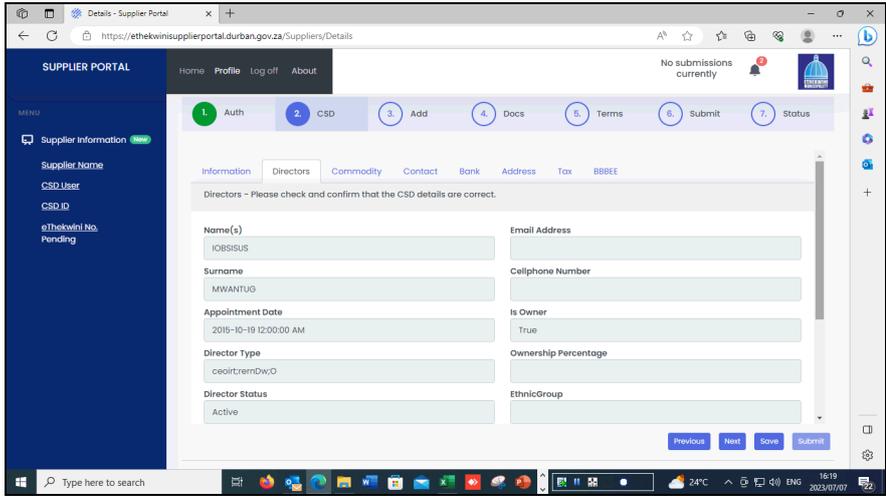


Step	Action
7.	If the <b>Supplier</b> is already linked the <b>Address No., PR No., Tax Registration No. and Company No.</b> information will be displayed.

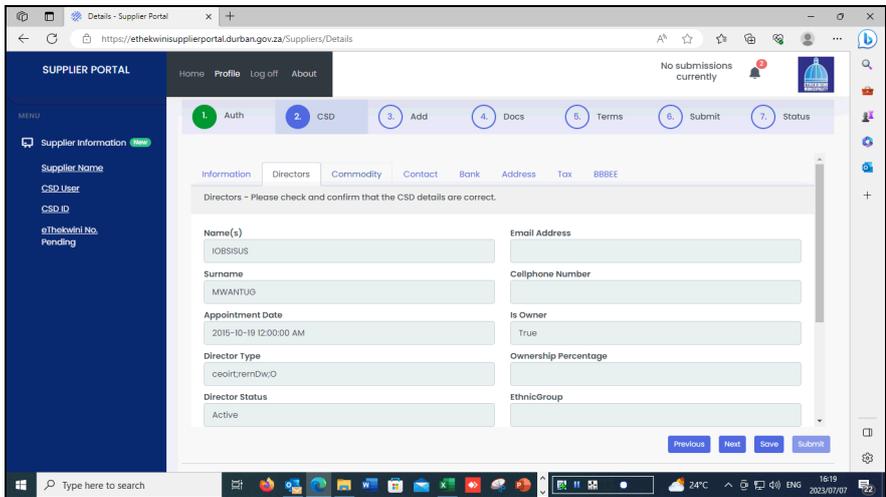


Step	Action
8.	Click the <b>Directors</b> tab to view directors information

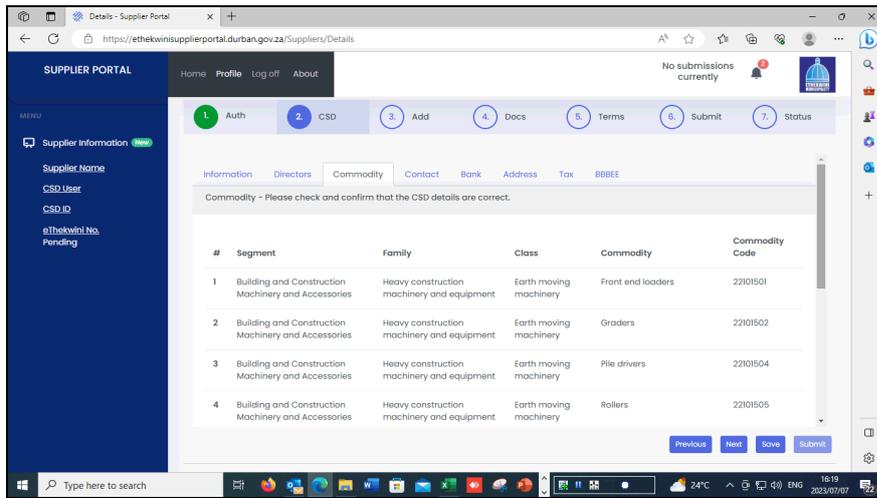




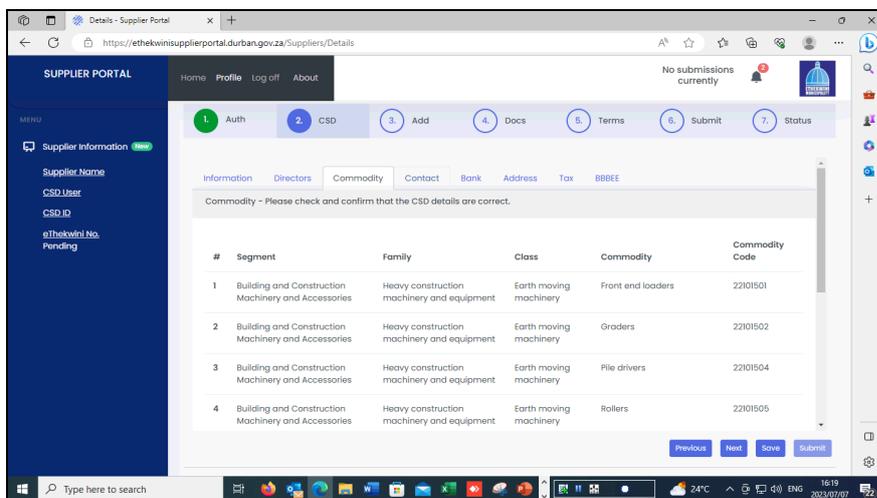
Step	Action
9.	<p>Scroll down by the <b>Directors</b> tab to verify your details.</p> <p>Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change.</p>



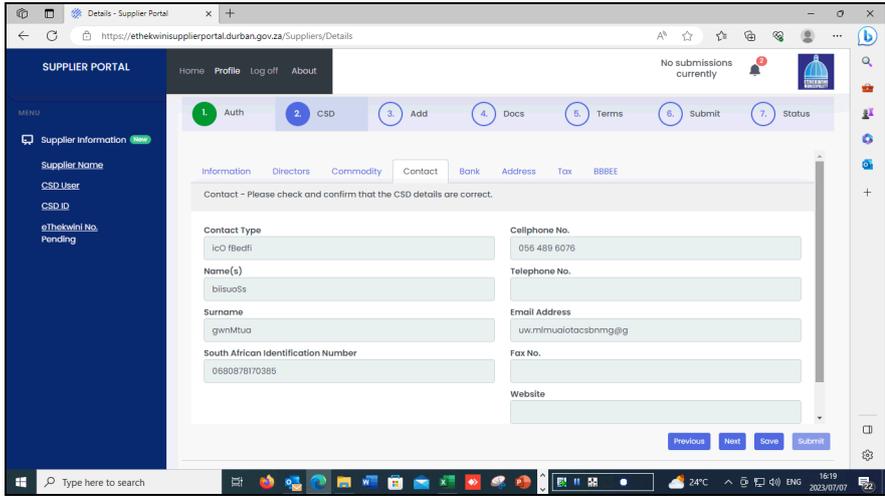
Step	Action
10.	<p>Click the <b>Commodity</b> tab to view commodity information</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;">Commodity</div>



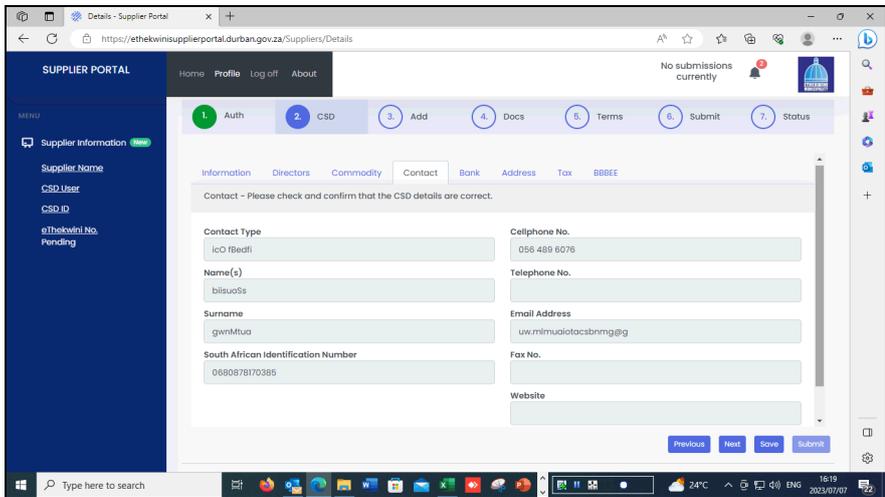
Step	Action
11.	<p>Scroll down by the <b>Commodity</b> tab to verify your details.</p> <p>Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change.</p>



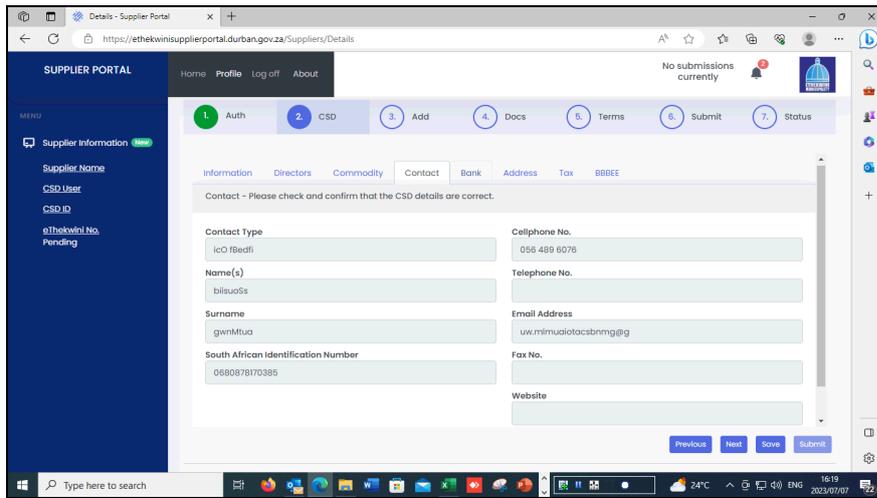
Step	Action
12.	<p>Click the <b>Contact</b> tab to view contact information</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px 0;">Contact</div>



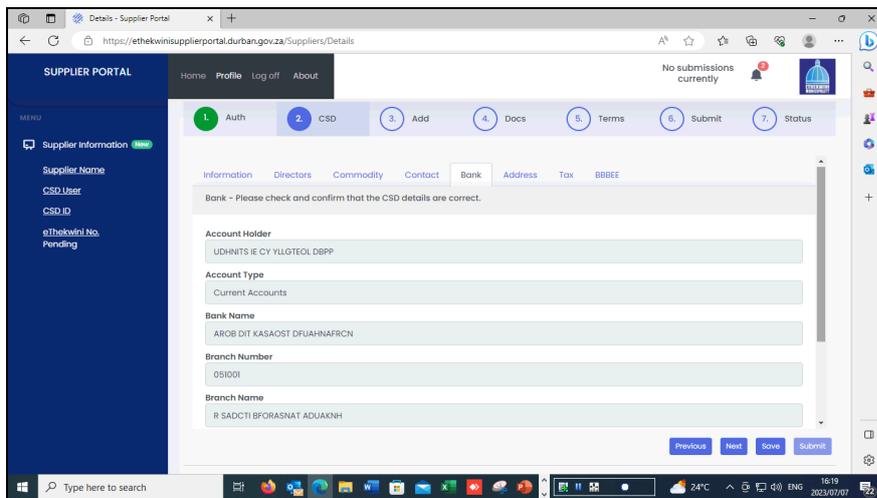
Step	Action
13.	<p>Scroll down by the <b>Contact</b> tab to verify your details.</p> <p>Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change.</p>



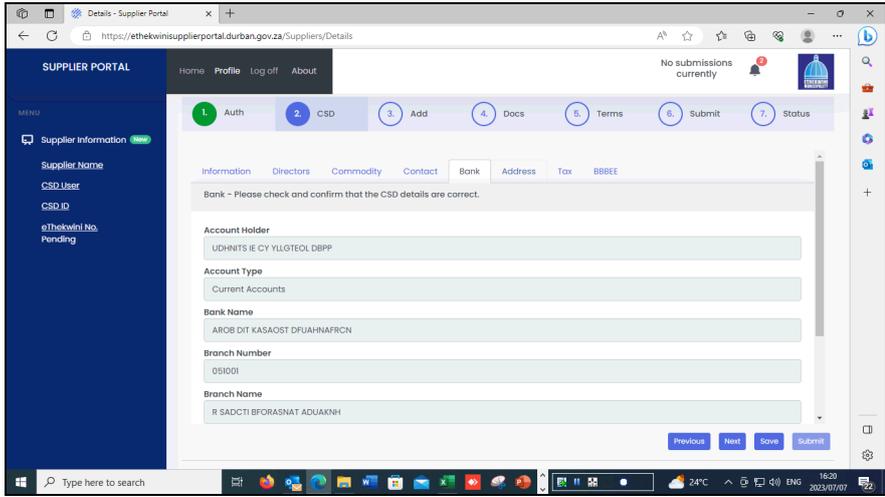
Step	Action
14.	To scroll down and up.



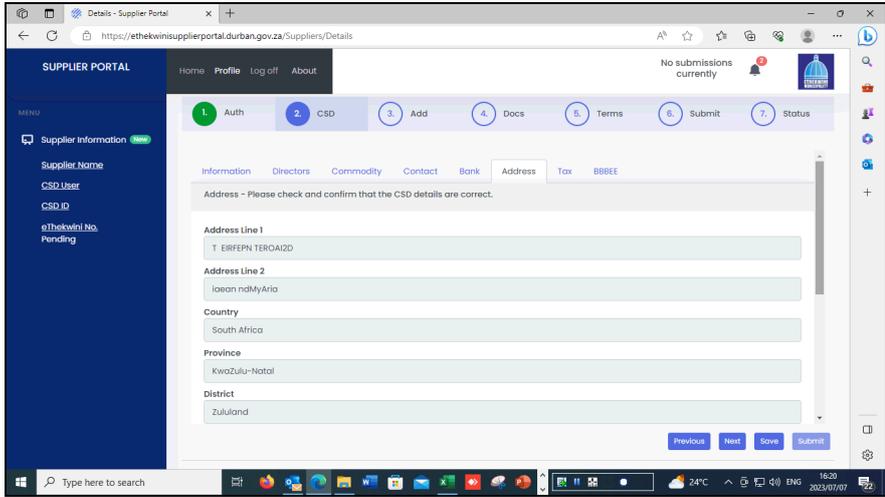
Step	Action
15.	Click the <b>Bank</b> tab to view bank information <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;">Bank</div>



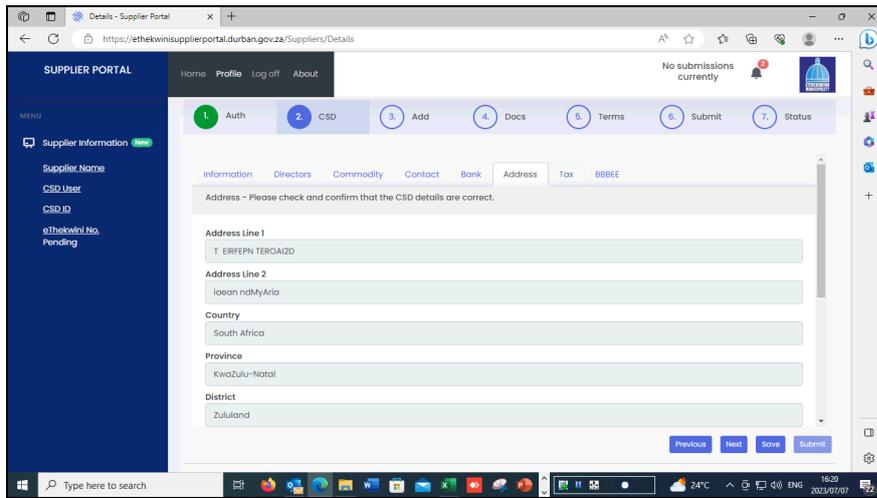
Step	Action
16.	Scroll down by the <b>bank</b> tab to verify your details.  Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change.



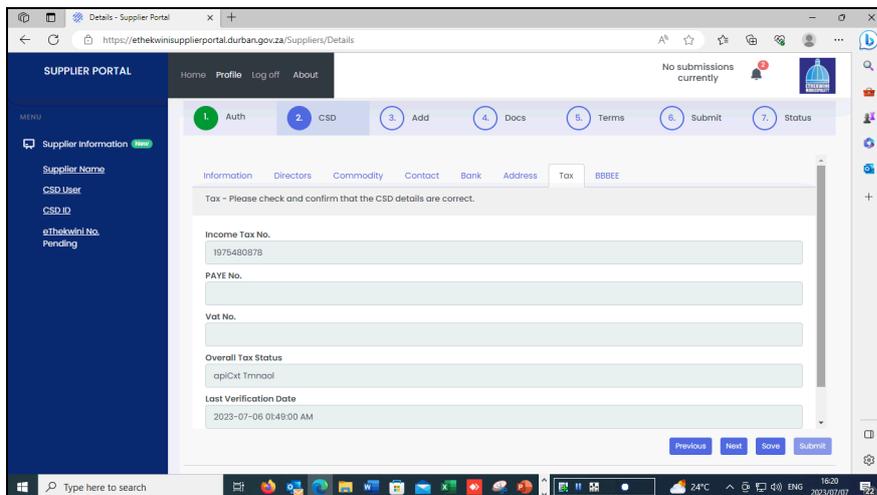
Step	Action
17.	Click the <b>Address</b> tab to view bank information <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;">Address</div>



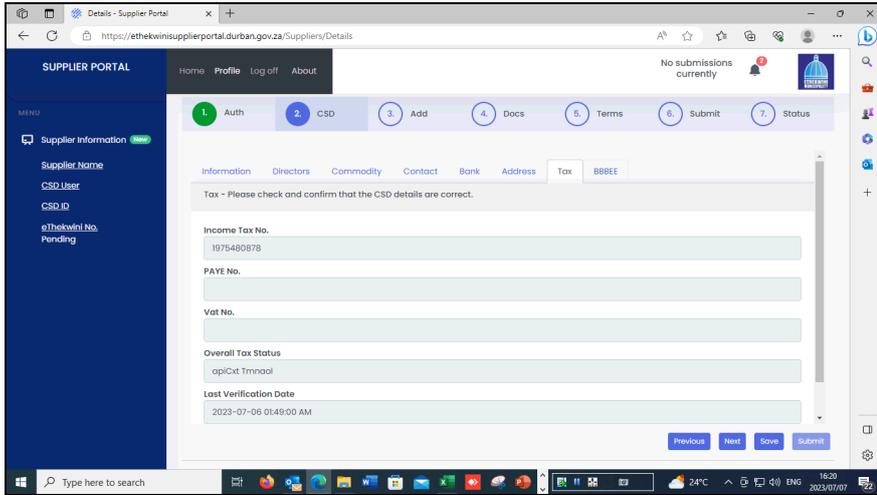
Step	Action
18.	Scroll down by the <b>Address</b> tab to verify your details.  Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change.



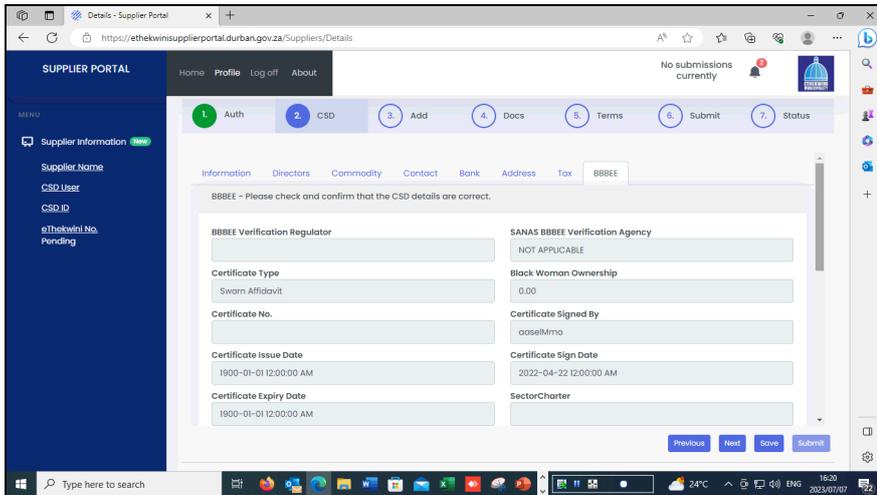
Step	Action
19.	Click the <b>Tax</b> tab to view bank information



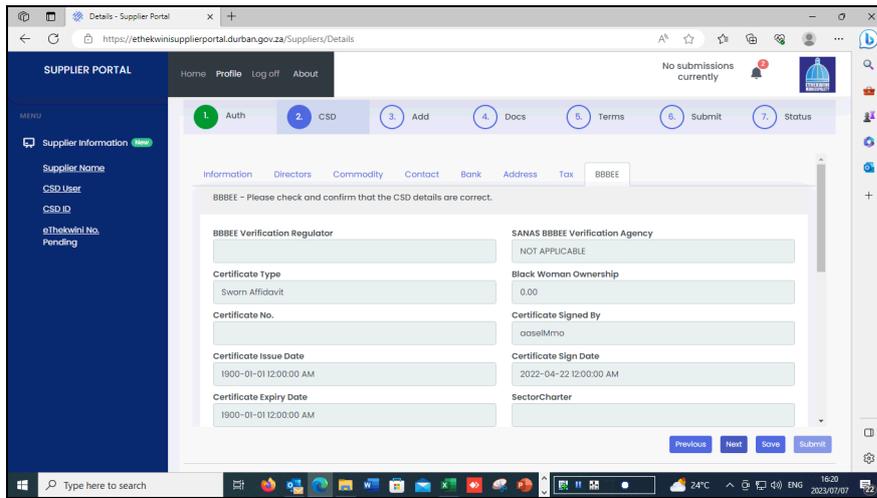
Step	Action
20.	Scroll down by the <b>Tax</b> tab to verify your details.  Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change..



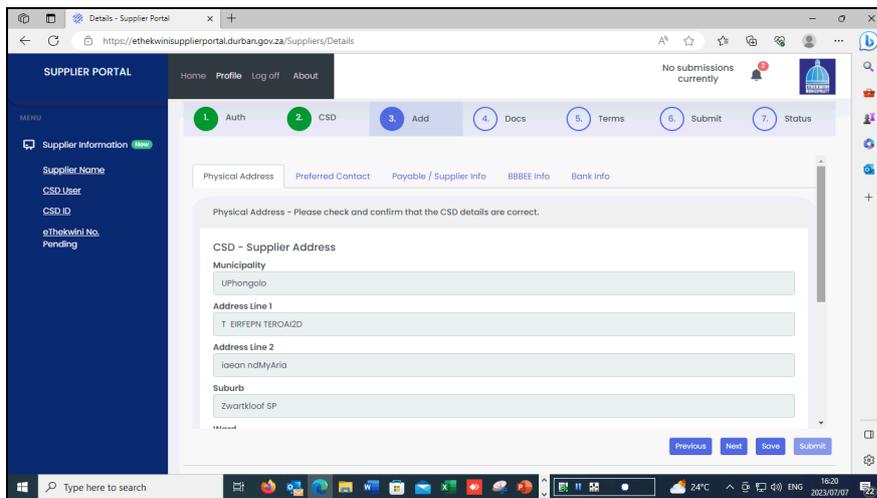
Step	Action
21.	Click the <b>BBBEE</b> tab to view bank information 



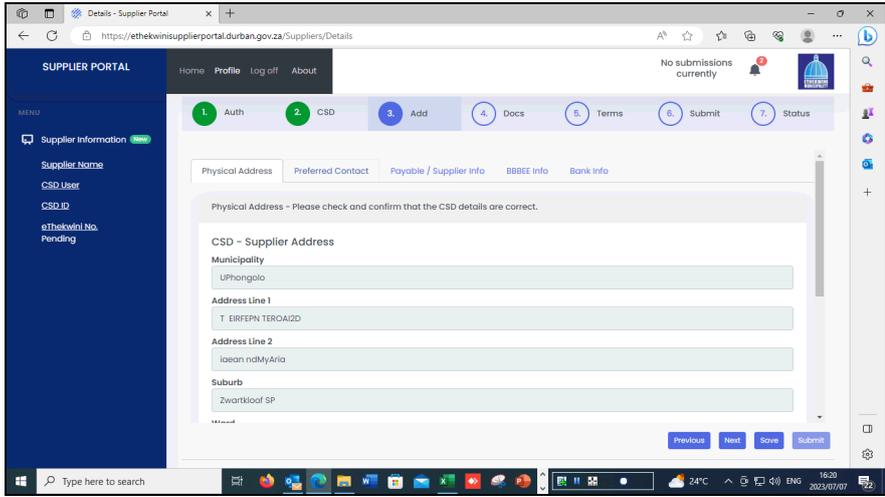
Step	Action
22.	Scroll down by the <b>BBBEE</b> tab to verify your details.  Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change..



Step	Action
23.	Click <b>Next</b> button to go to <b>3. Add</b> tab. 

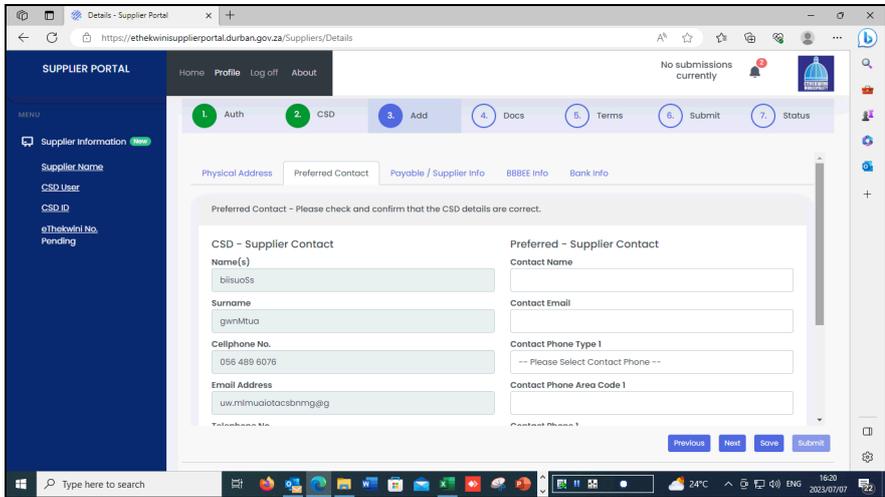


Step	Action
24.	Scroll down by the <b>Physical Address</b> tab to verify your details.  Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change..

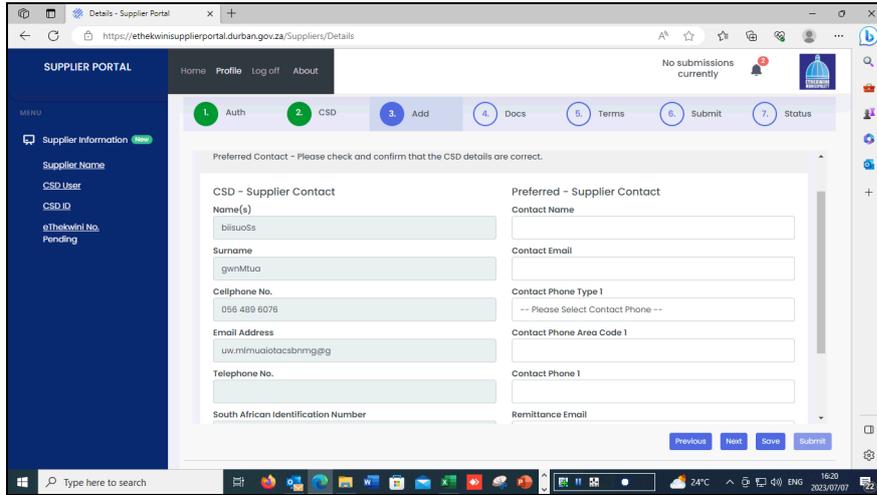


Step	Action
25.	Click the <b>Preferred Contact</b> tab to view and complete the preferred contact information.

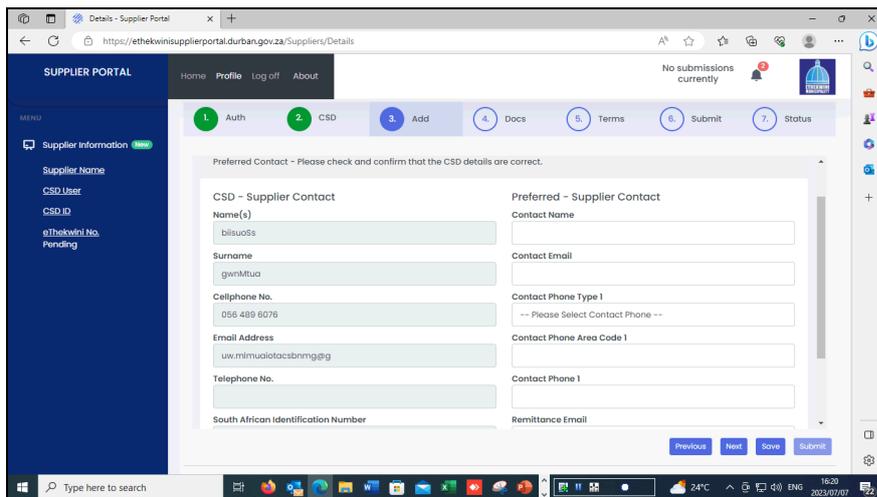
Preferred Contact



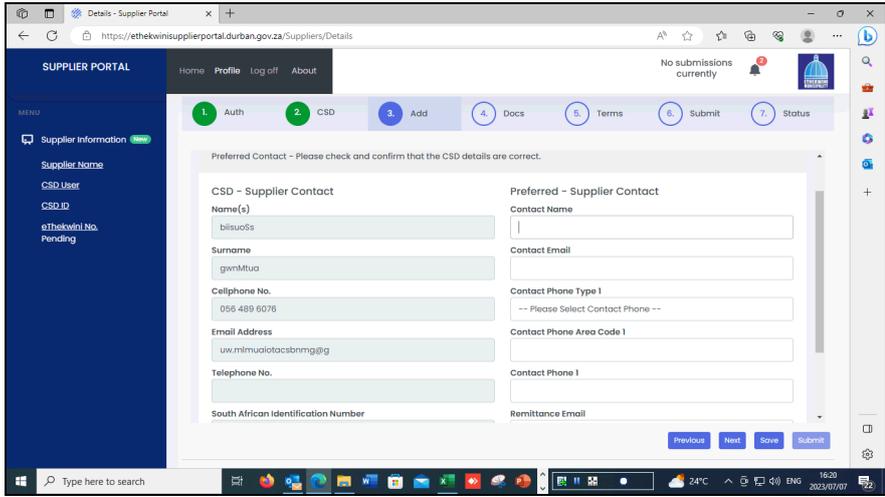
Step	Action
26.	Scroll down by the <b>Preferred Contact</b> tab to verify your details.  Should your details be incorrect, please go to <a href="https://www.csd.gov.za">https://www.csd.gov.za</a> and change.



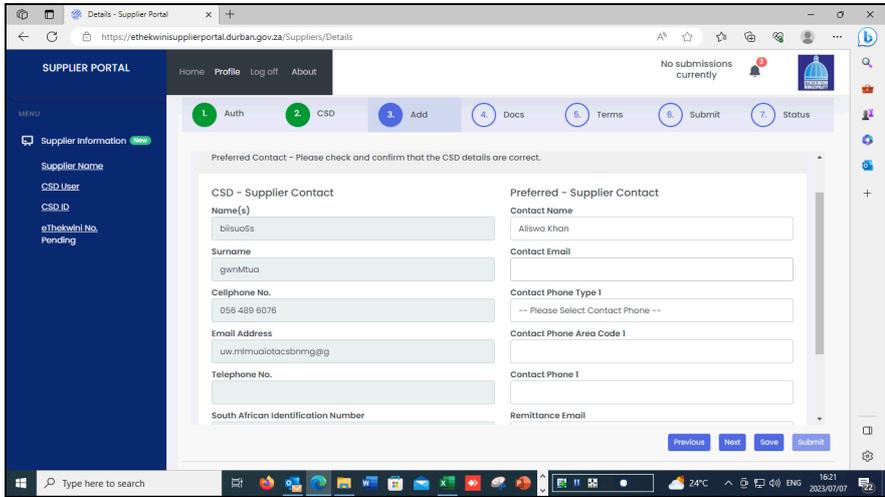
Step	Action
27.	To scroll down and up.



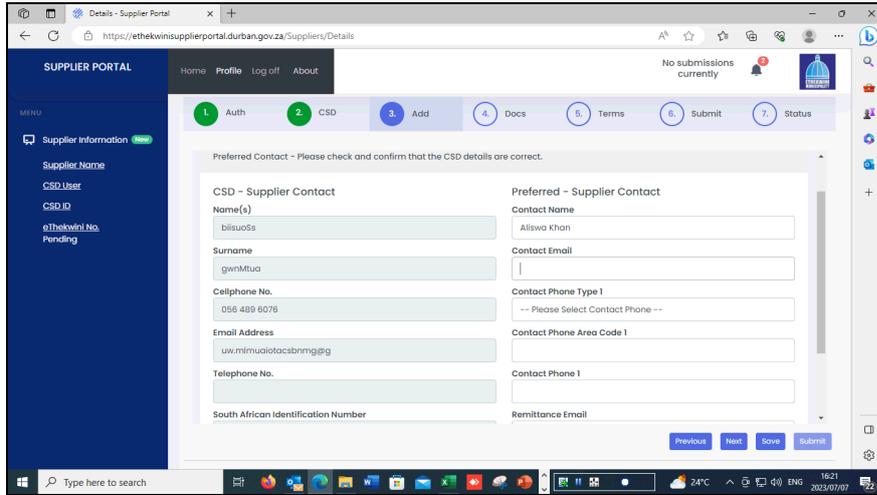
Step	Action
28.	Click on the <b>Contact Name</b> field to enter supplier contact name.



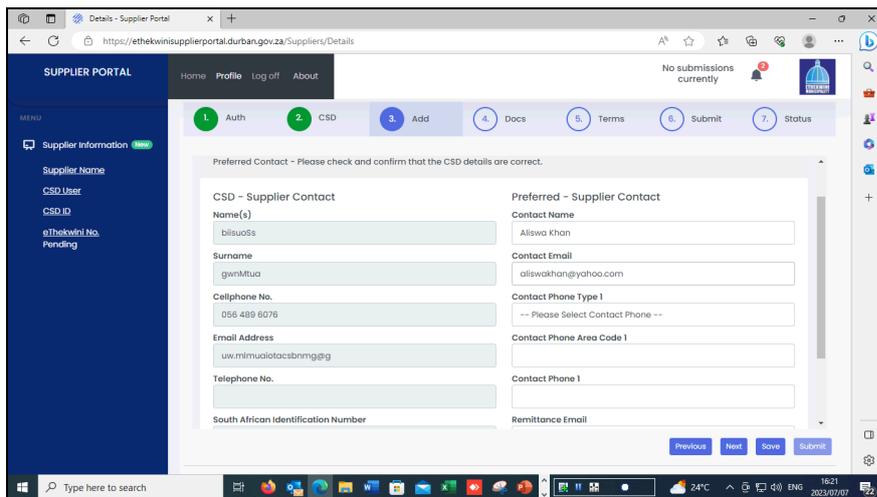
Step	Action
29.	Enter supplier preferred <b>Contact Name</b> e.g. " <b>Aliswa Khan</b> "



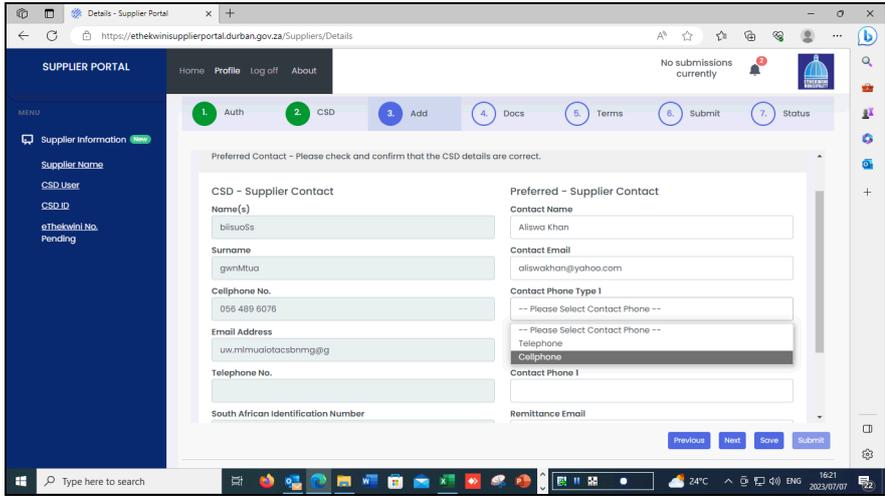
Step	Action
30.	Click the <b>Contact Email</b> field to enter your supplier preferred contact email.



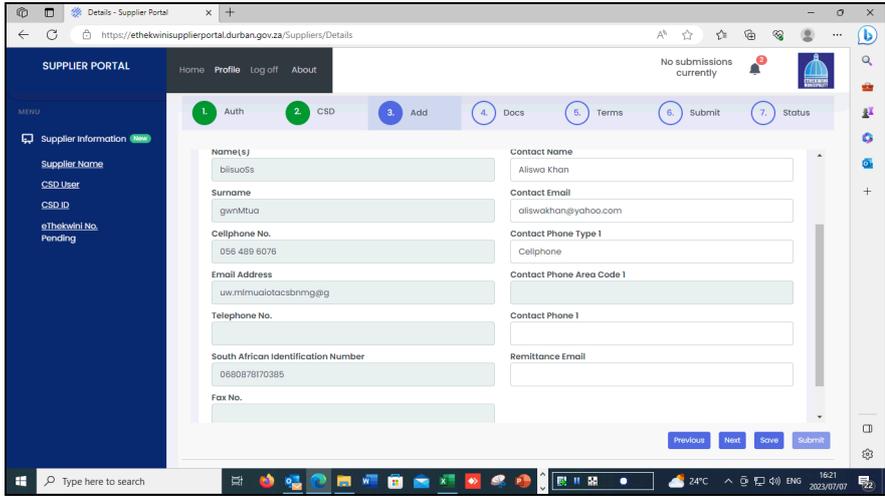
Step	Action
31.	Enter <b>Contact Email</b> into the field. Enter " <b>aliswakhan@yahoo.com</b> ".



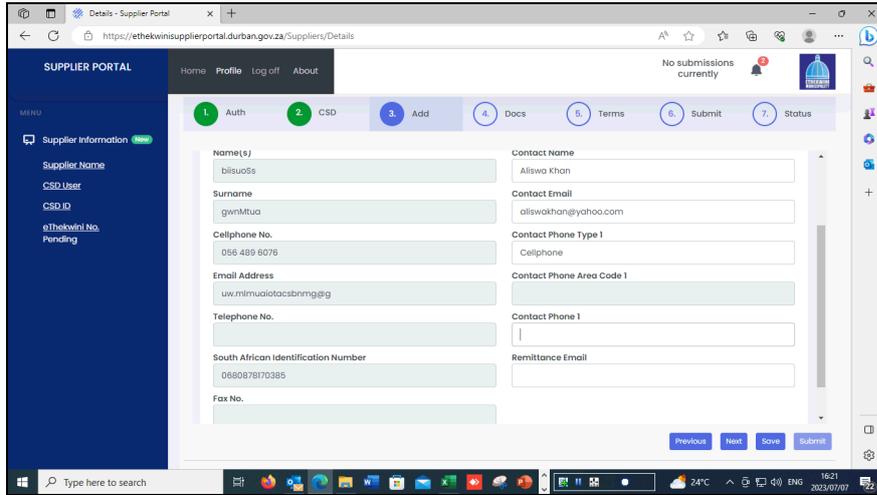
Step	Action
32.	Click the <b>Contact Phone Type 1</b> Combo Box <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">-- Please Select Contact Phone --</div>



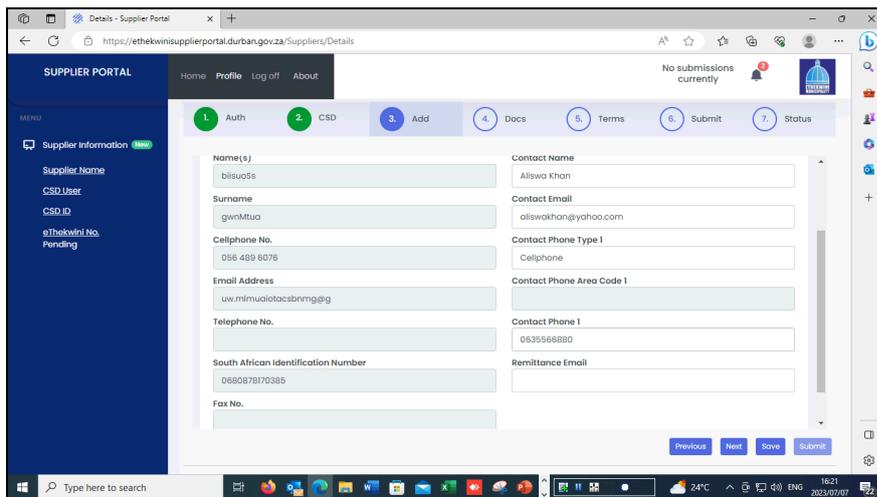
Step	Action
33.	Choose the supplier preferred contact phone type from the combo box. <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #cccccc;">Cellphone</div>



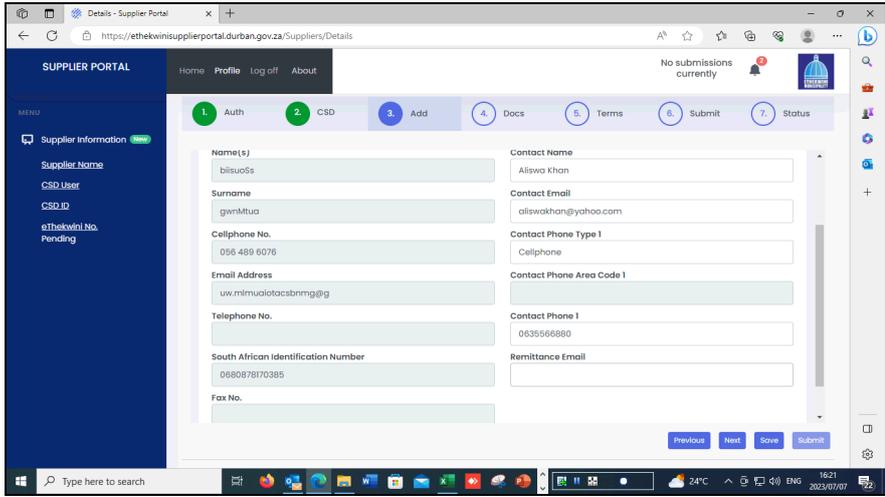
Step	Action
34.	Click the <b>Contact Phone 1</b> field to enter your supplier preferred contact . <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>



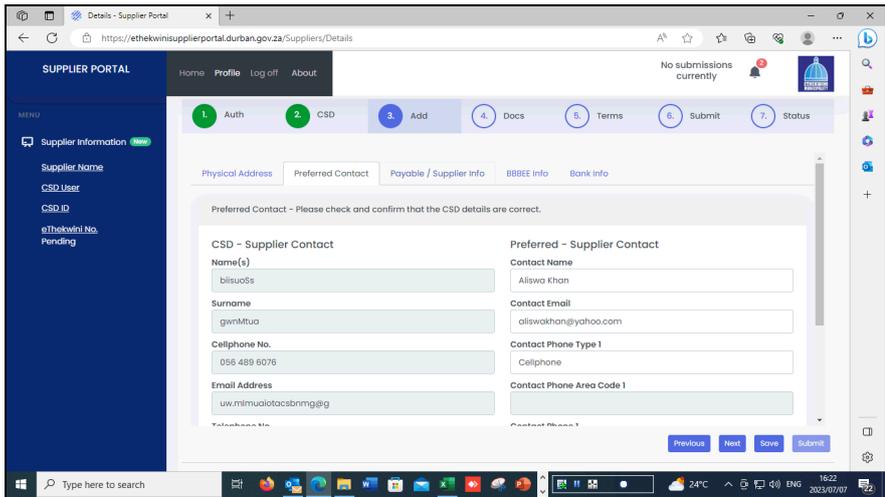
Step	Action
35.	Enter the <b>Contact Phone 1</b> into the field. Enter " <b>0635566880</b> ".



Step	Action
36.	Click the <b>Remittance Email</b> field. <input type="text"/>

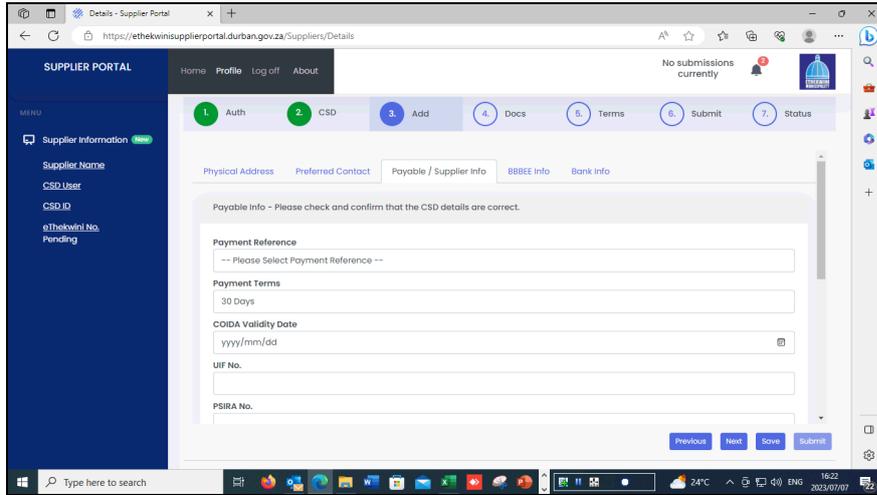


Step	Action
37.	Enter the <b>Remittance Email</b> into the field. Enter " <b>remittee@gmail.com</b> ".

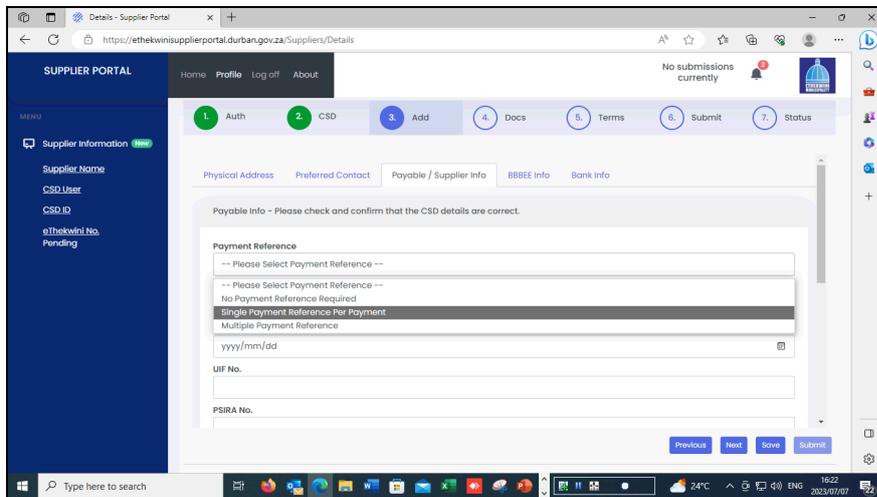


Step	Action
38.	Click the <b>Payable / Supplier Info</b> tab to view and complete the information.

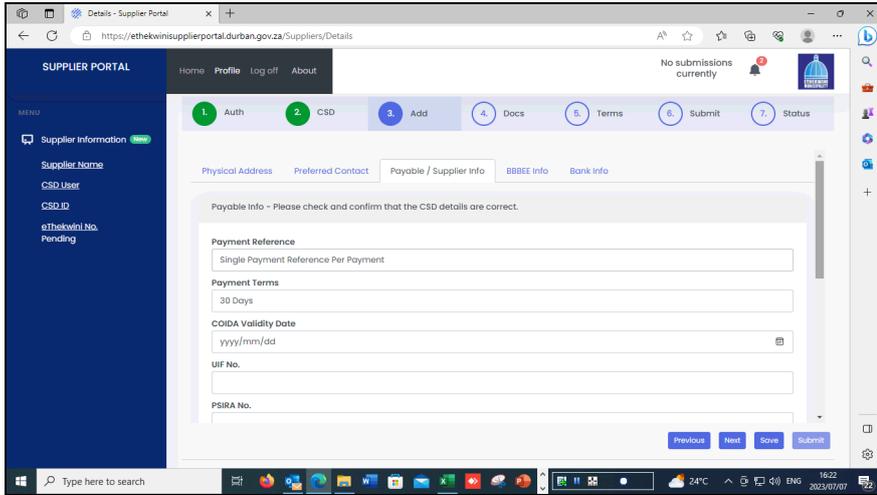
Payable / Supplier Info



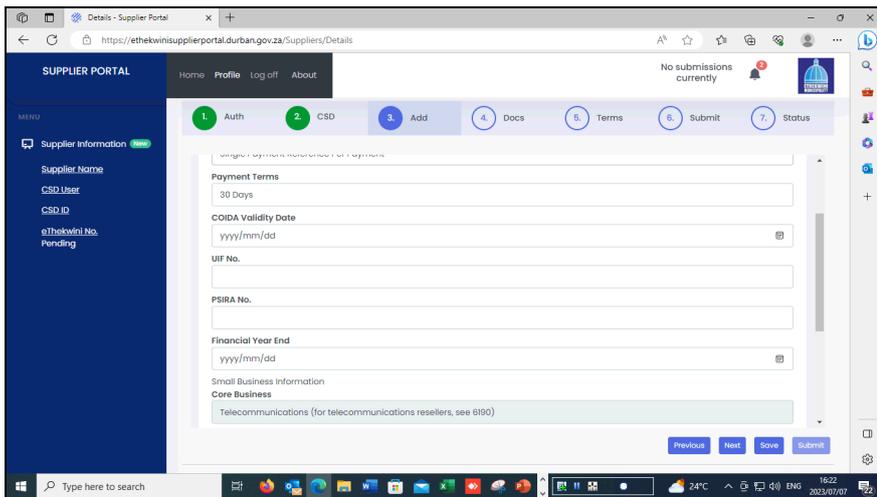
Step	Action
39.	<p>Scroll down by the <b>Payable / Supplier Info</b> to add your payable supplier information.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Payable / Supplier Info</div>



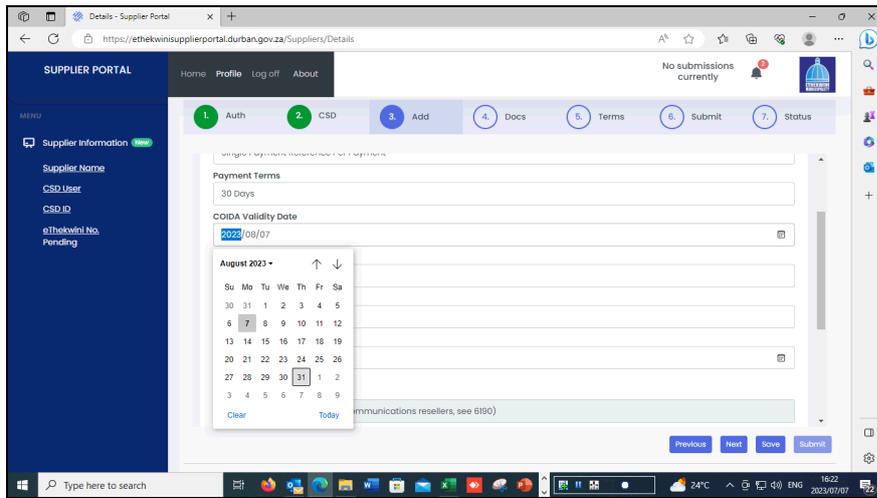
Step	Action
40.	<p>Click the <b>Payment Reference</b> combobox to choose the supplier preferred payment method.</p>



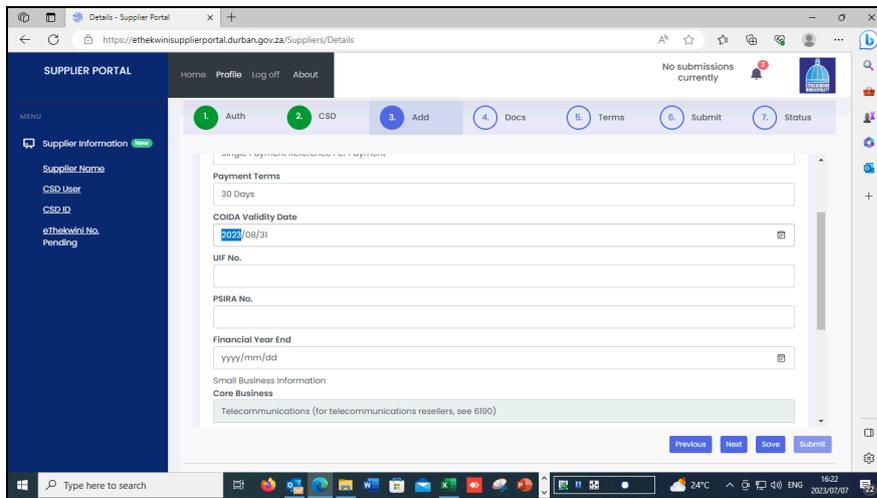
Step	Action
41.	To scroll down and up.



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



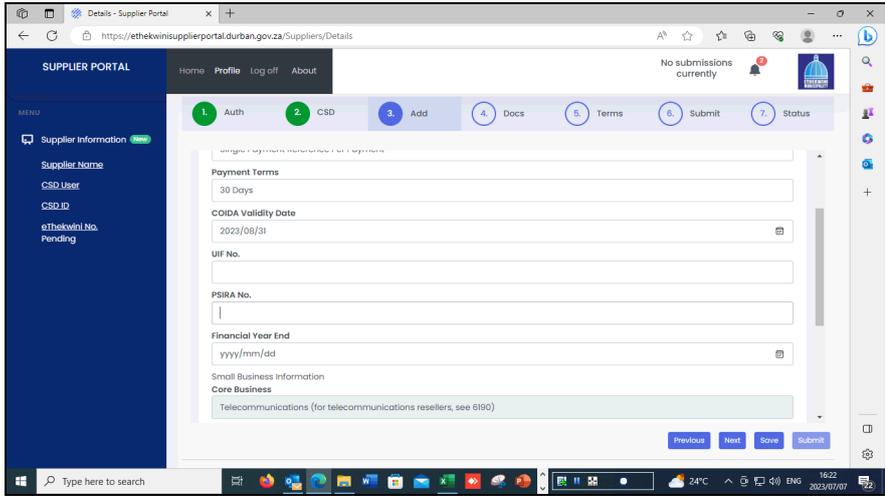
Step	Action
43.	Select the date on the calendar to select the <b>COIDA validity date</b> .



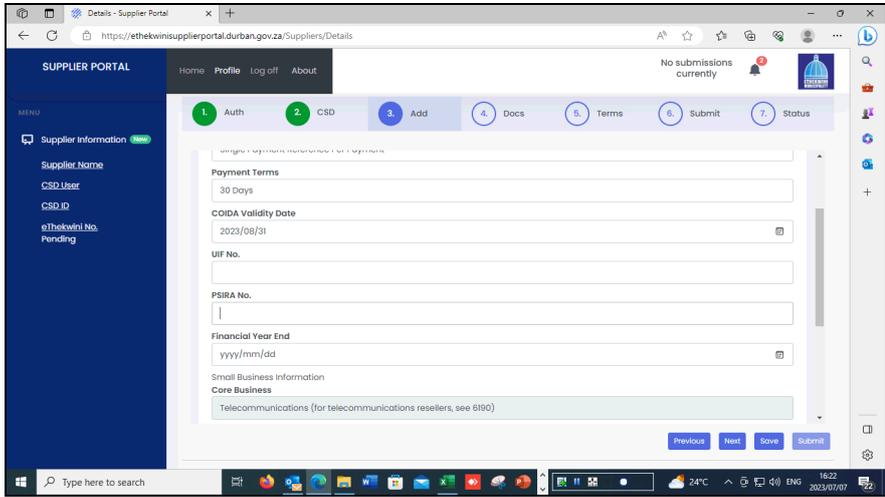
Step	Action
44.	Click the <b>UIF No</b> field.

**UIF - Unemployed Insurance Fund**

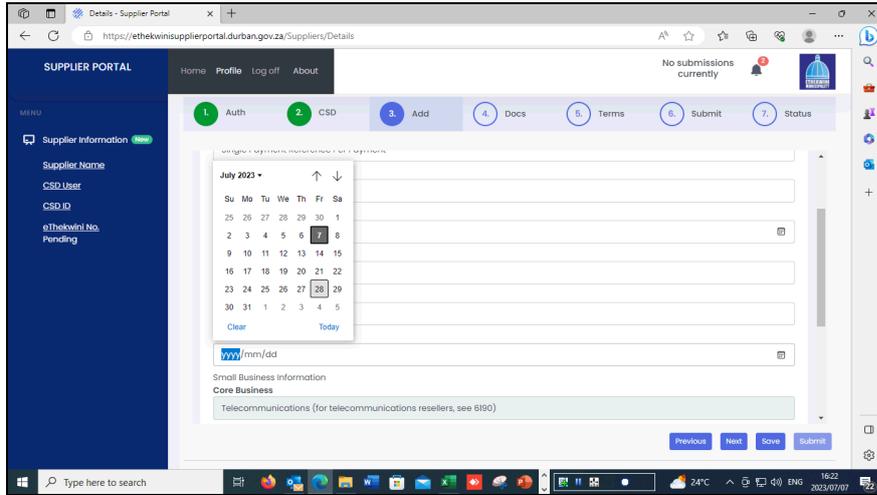
If the **Supplier** contributes towards the employee's **UIF**, please enter **UIF No**.



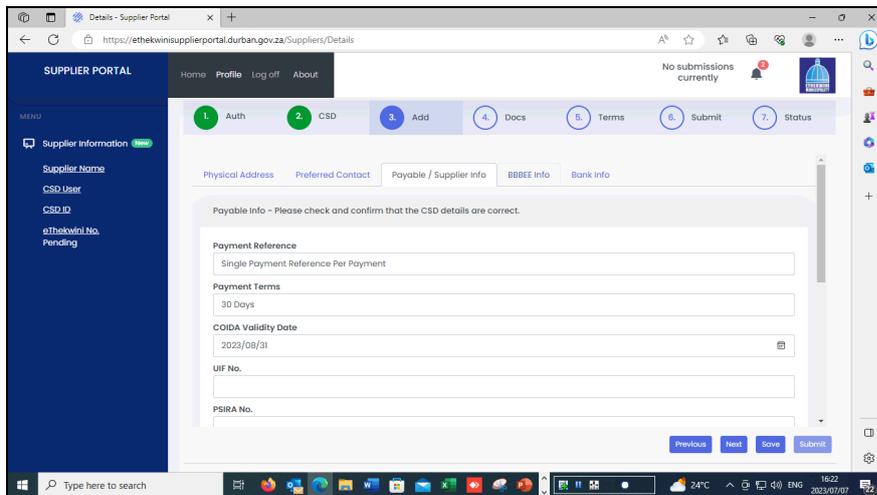
Step	Action
45.	<p>Click on the <b>PSIRA No</b> field.</p> <p><b>PSIRA - Private Security Industry Regulatory Authority</b></p> <p>If the <b>Supplier</b> is registered under <b>PSIRA</b>, please enter the <b>PSIRA No</b>.</p>



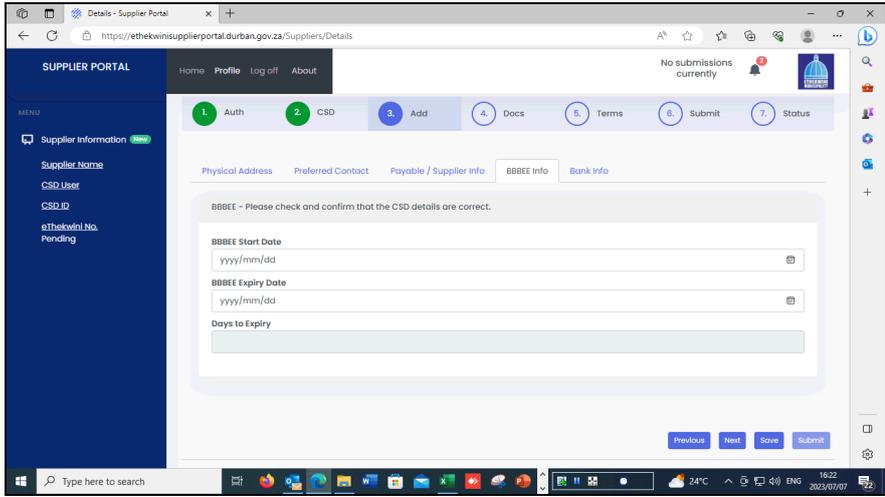
Step	Action
46.	<p>Click the <b>Financial Year End Date</b> calendar search.</p> 



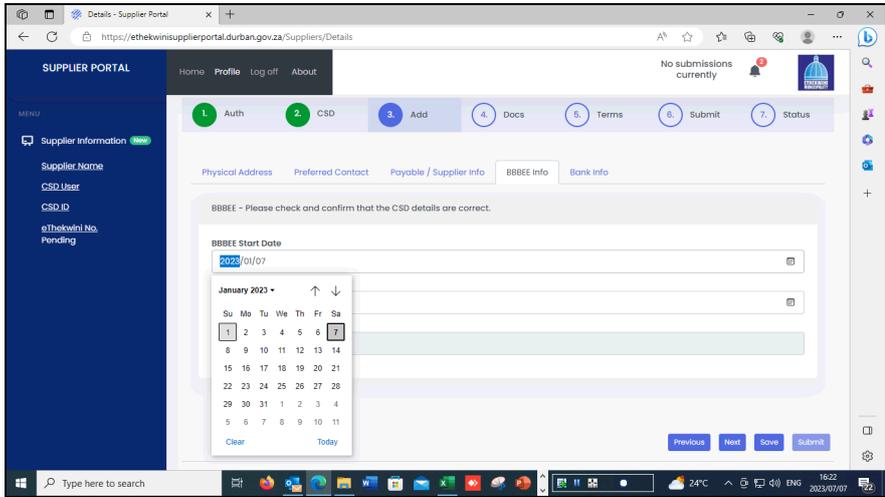
Step	Action
47.	Click the <b>Supplier Financial Year End date</b> . <div style="border: 1px solid black; display: inline-block; padding: 2px 5px; margin-top: 5px;">28</div>



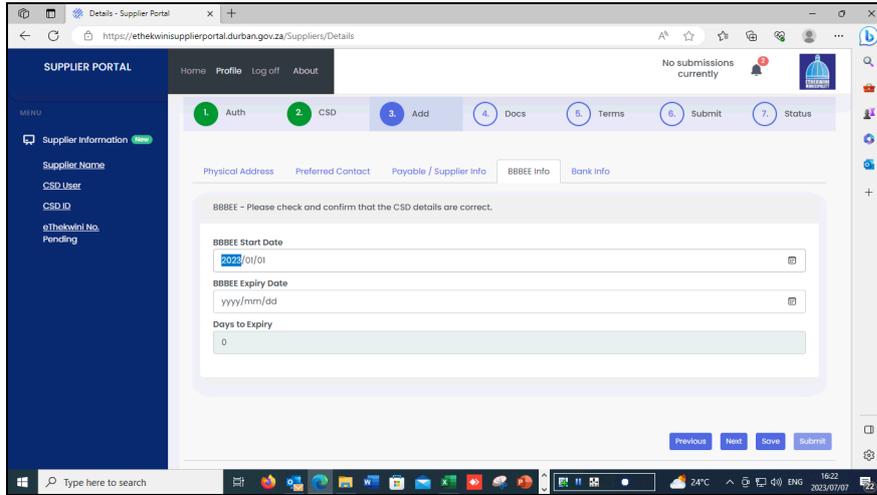
Step	Action
48.	Click on the <b>BBE</b> tab to enter your information. <p><b>BBE - Broad - Based Black Economic Empowerment</b></p> <p>BBE - Is a document verifying your business performance with regards to black economic empowerment in South Africa.</p> <div style="border: 1px solid black; display: inline-block; padding: 2px 5px; margin-top: 5px;">BBE Info</div>



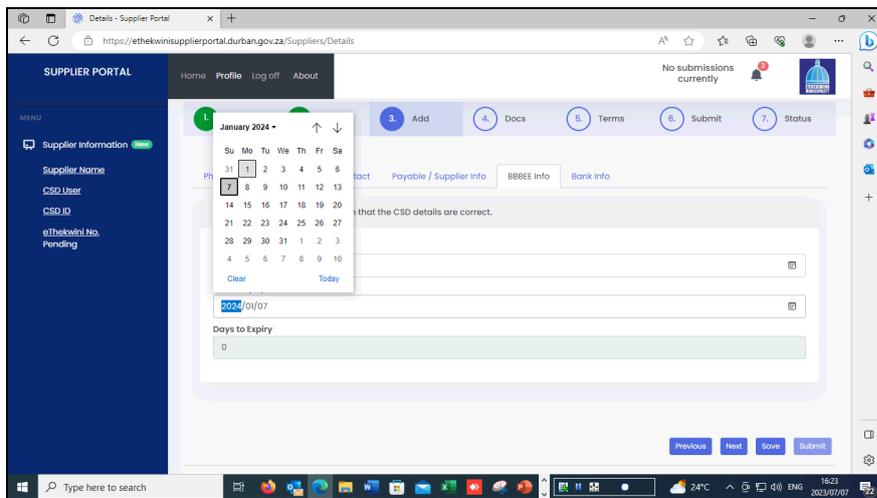
Step	Action
49.	Click the <b>BBBEE Start Date</b> calendar search. 



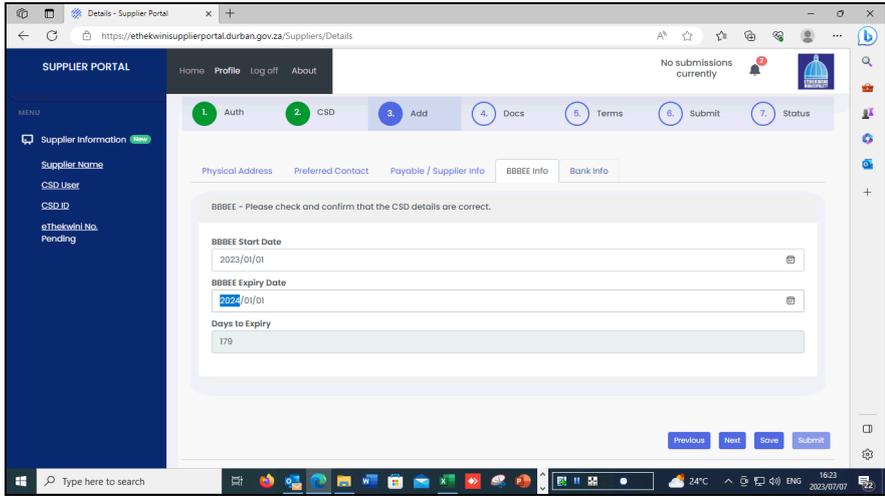
Step	Action
50.	Click the pane. Select the date on the calendar to select the <b>BBBEE Start Date</b> . 



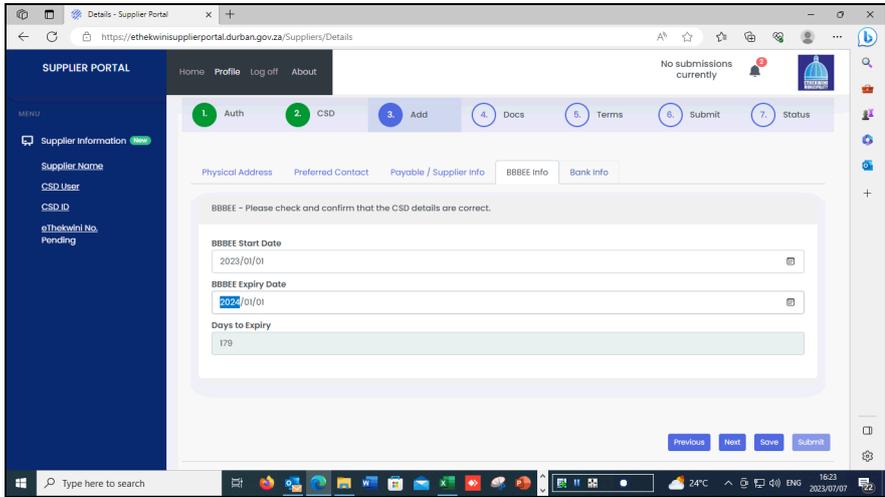
Step	Action
51.	Click the <b>BBBEE Expiry Date</b> calendar search. 



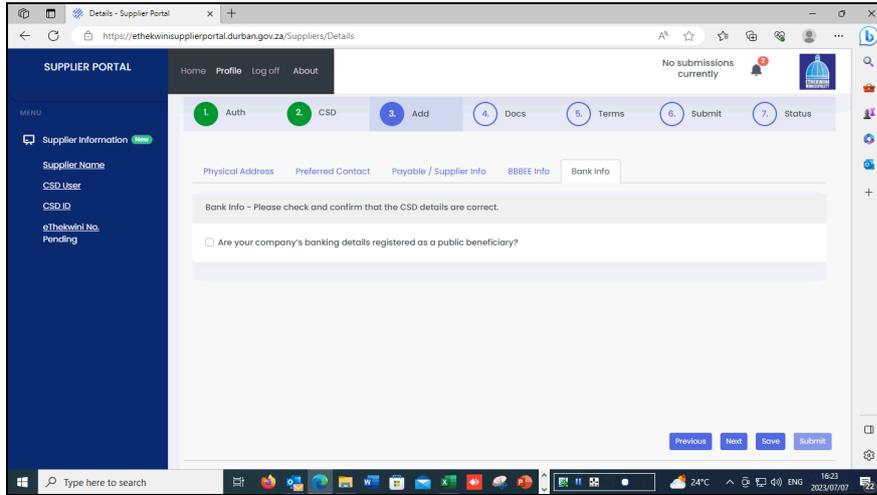
Step	Action
52.	Click the pane. Select the date on the calendar to select the <b>BBBEE Expiry Date</b> . 



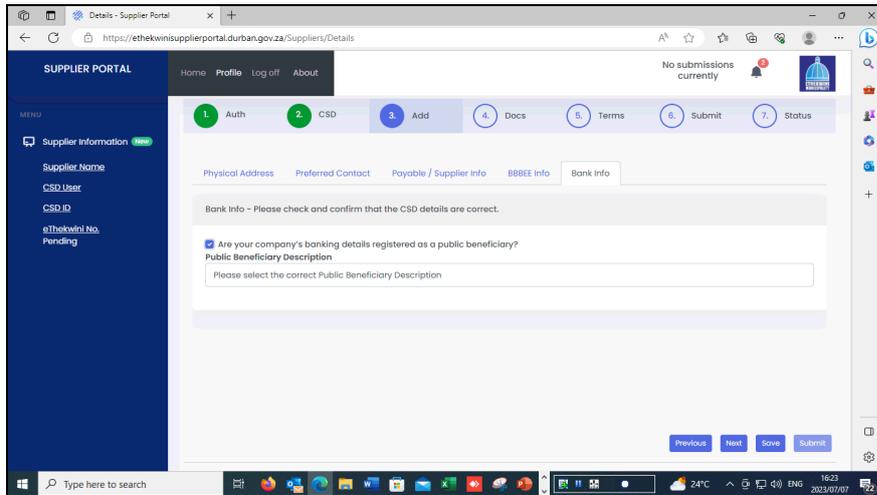
Step	Action
53.	Number of days is calculated from present date to the <b>BBBE Expiry Date</b> . <div style="border: 1px solid black; padding: 5px; display: inline-block;">179</div>



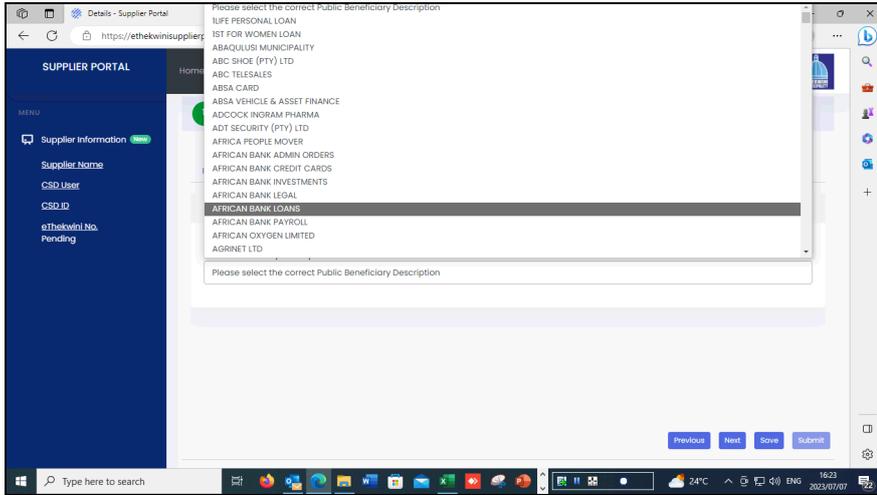
Step	Action
54.	Click on the <b>Bank Info</b> tab to enter your information. <div style="border: 1px solid black; padding: 5px; display: inline-block;">Bank Info</div>



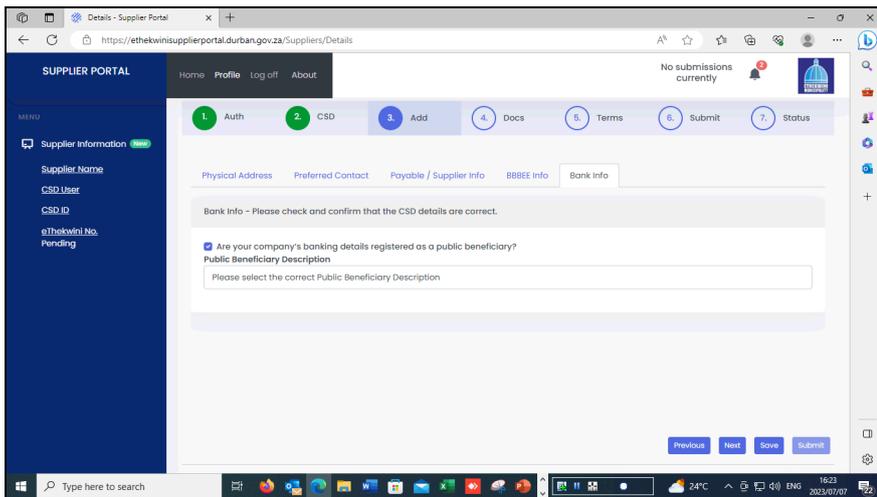
Step	Action
55.	<b>Tick the check box if the Supplier is added as a public beneficiary.</b> <input type="checkbox"/>



Step	Action
56.	<b>Click on the combo box to select the public beneficiary.</b>

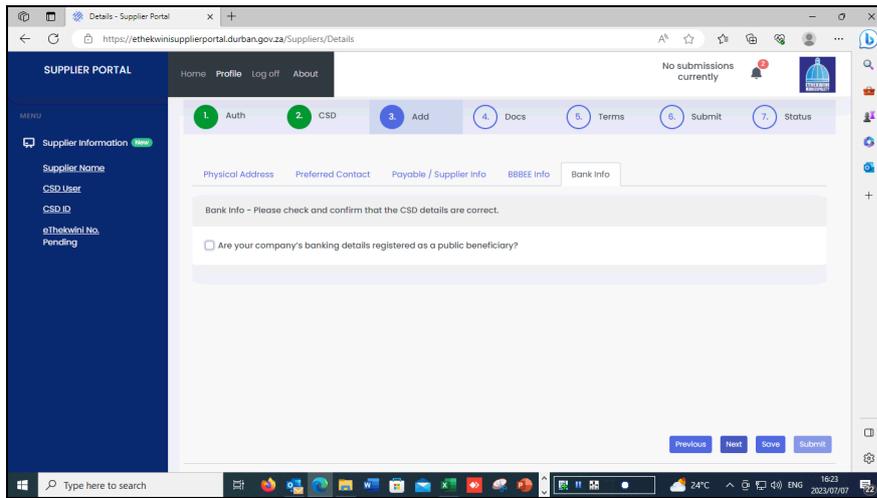


Step	Action
57.	The Supplier will select from the public beneficiary list.

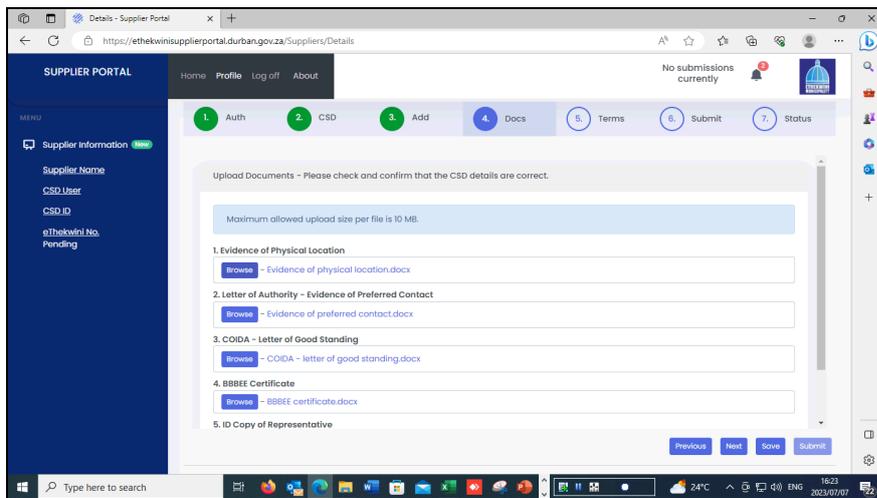


Step	Action
58.	Do not <b>Tick</b> the check box the supplier is not registered under public beneficiary.

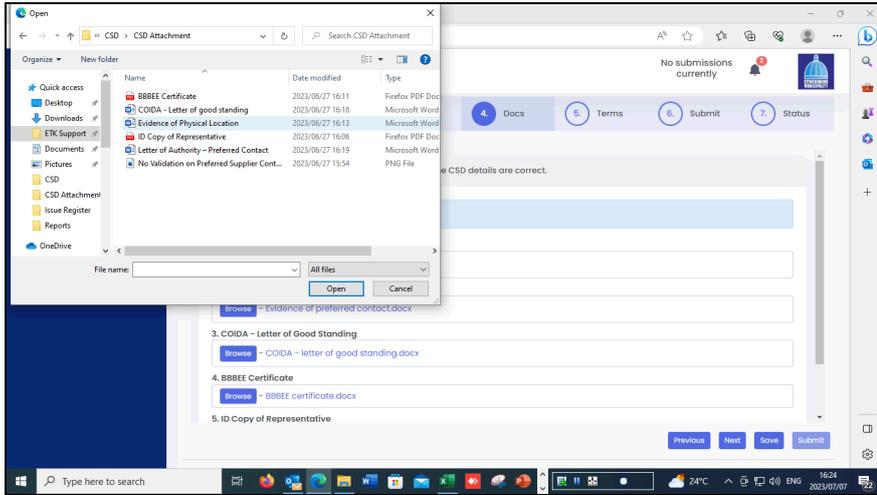




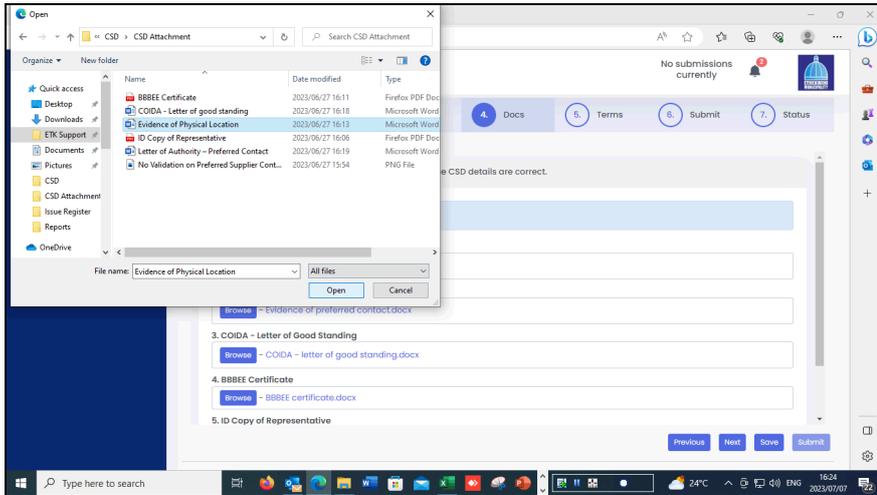
Step	Action
59.	Click on the <b>Next</b> button to go to the next tab 



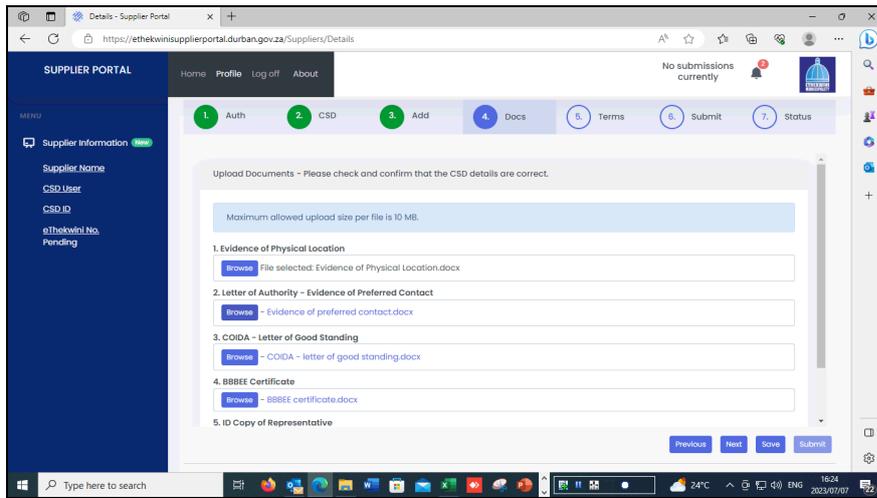
Step	Action
60.	Click on the <b>Browse</b> button to attach the <b>Physical Location</b> document. 



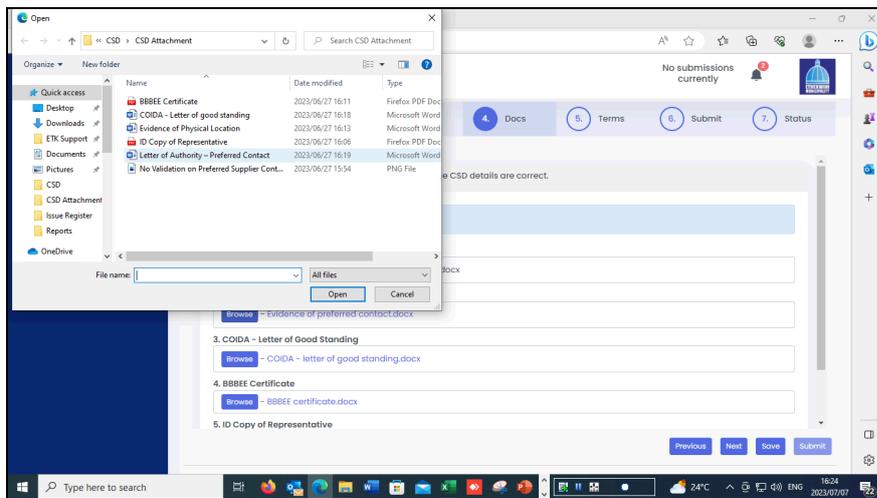
Step	Action
61.	Select the <b>Physical Location</b> document to attach. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Evidence of Physical Location</div>

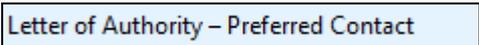


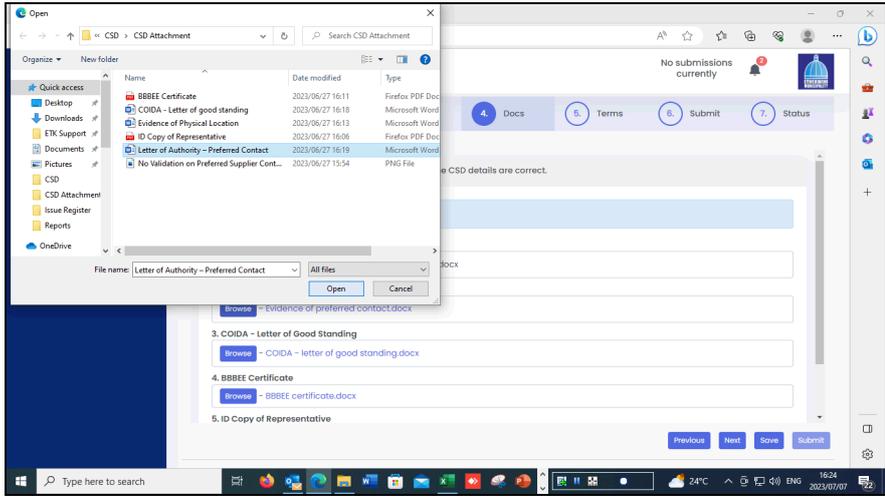
Step	Action
62.	Click the <b>Open</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Open</div>



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

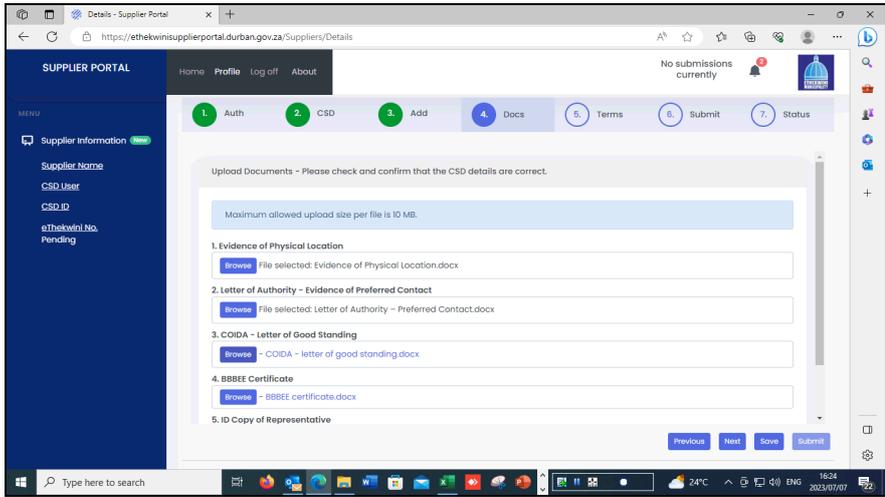


Step	Action
64.	Select the <b>Letter of Authority</b> document to attach. 



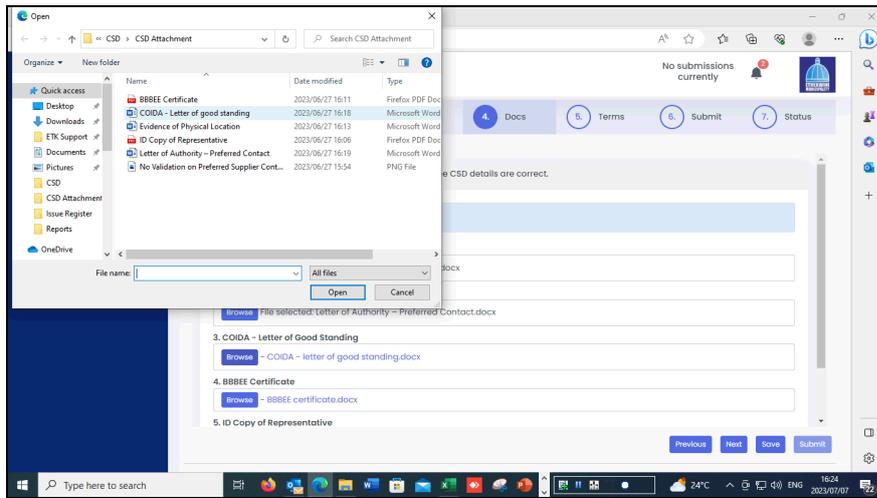
Step	Action
65.	Click the <b>Open</b> button.

Open

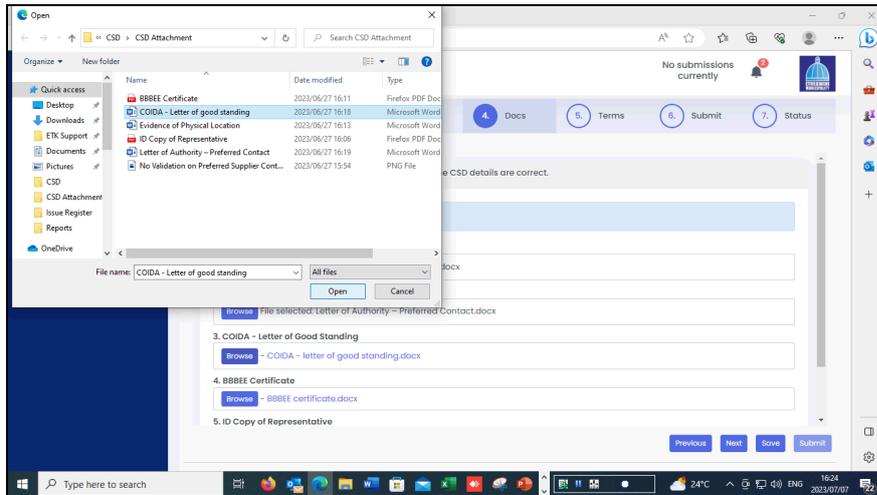


Step	Action
66.	Click on the <b>Browse</b> button to attach the <b>COIDA</b> document.  If the <b>Supplier</b> is registered under <b>COIDA</b> , please attach <b>COIDA</b> document.

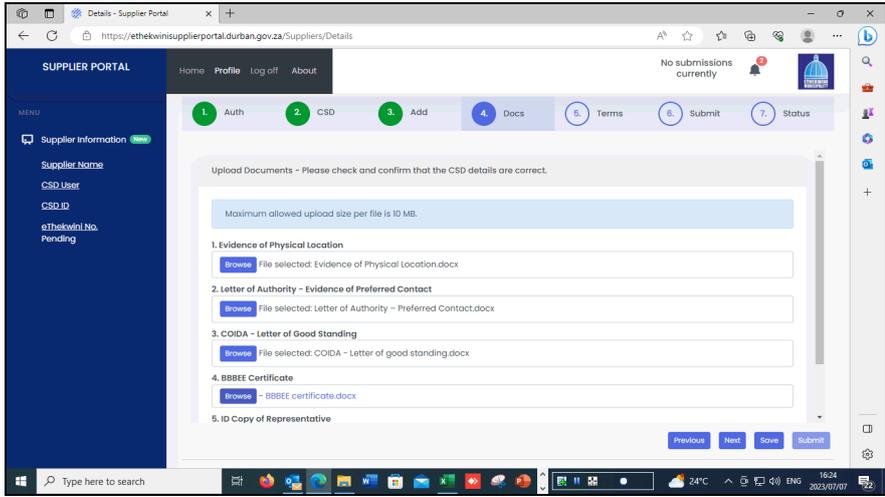
Browse



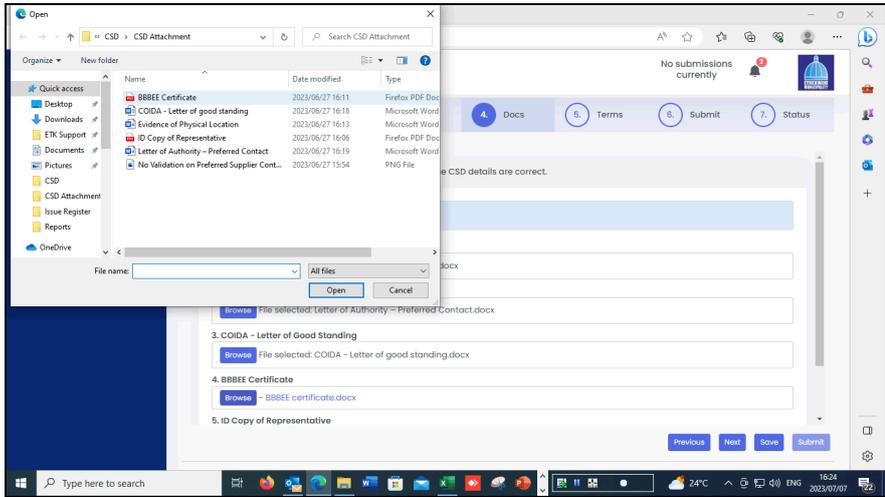
Step	Action
67.	Select the <b>COIDA</b> document to attach. <div style="border: 1px solid black; padding: 2px; display: inline-block;">COIDA - Letter of good standing</div>



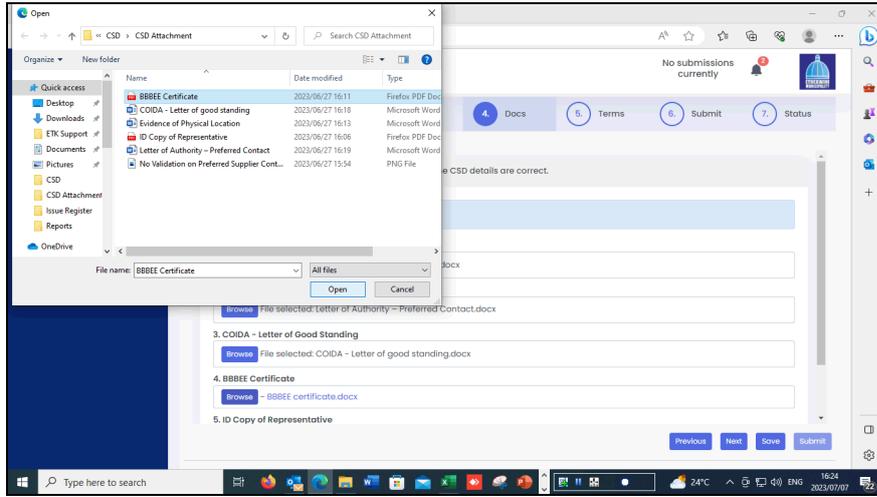
Step	Action
68.	Click the <b>Open</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">Open</div>



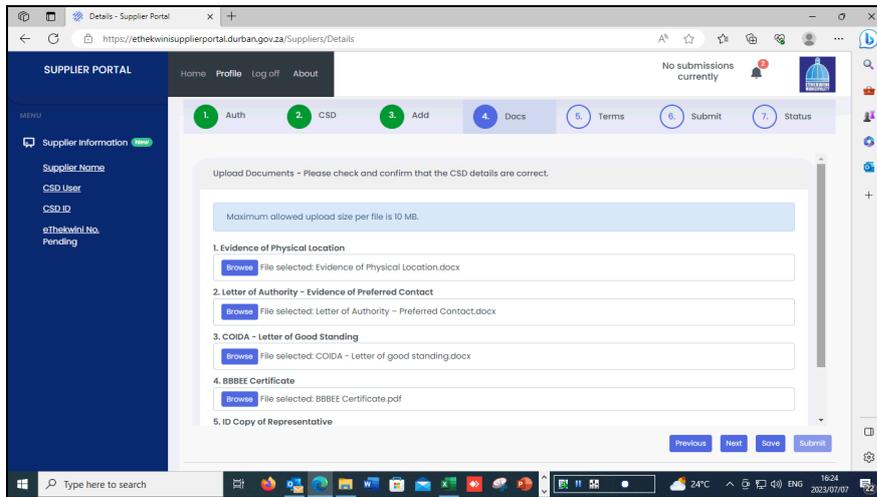
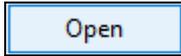
Step	Action
69.	Click on the <b>Browse</b> button to attach the <b>BBBEE Certificate</b> . 



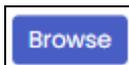
Step	Action
70.	Select the <b>BBBEE Certificate</b> document to attach. 

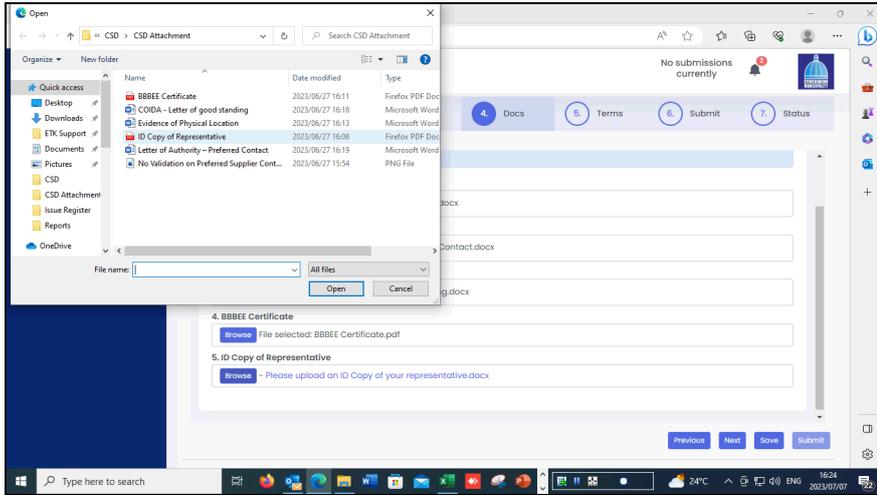


Step	Action
71.	Click the <b>Open</b> button.

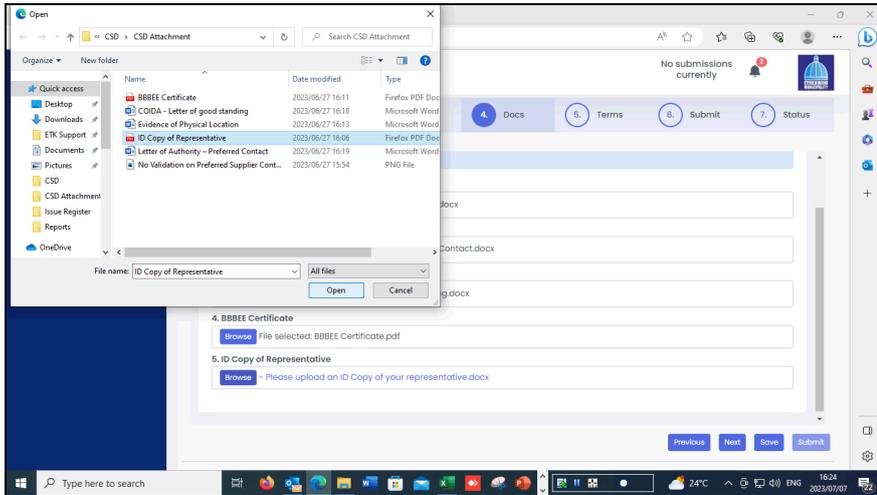


Step	Action
72.	Scroll down
73.	Click on the <b>Browse</b> button to attach the <b>ID Copy of Representative</b> .

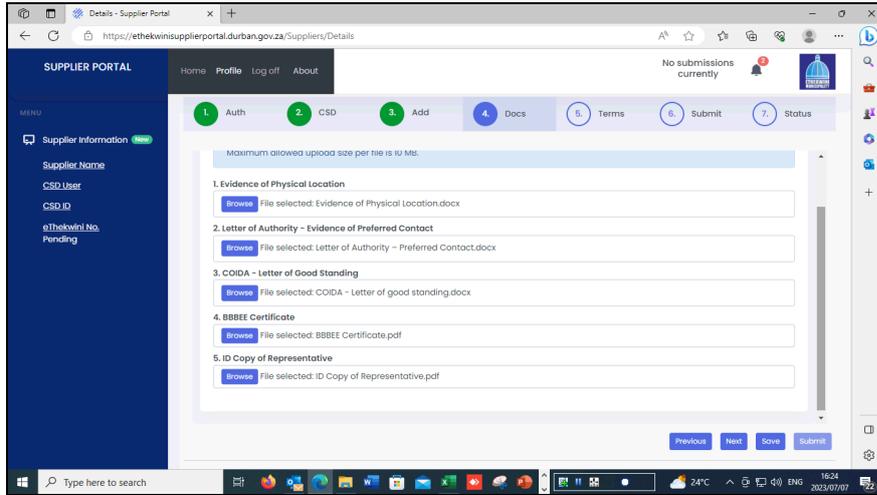




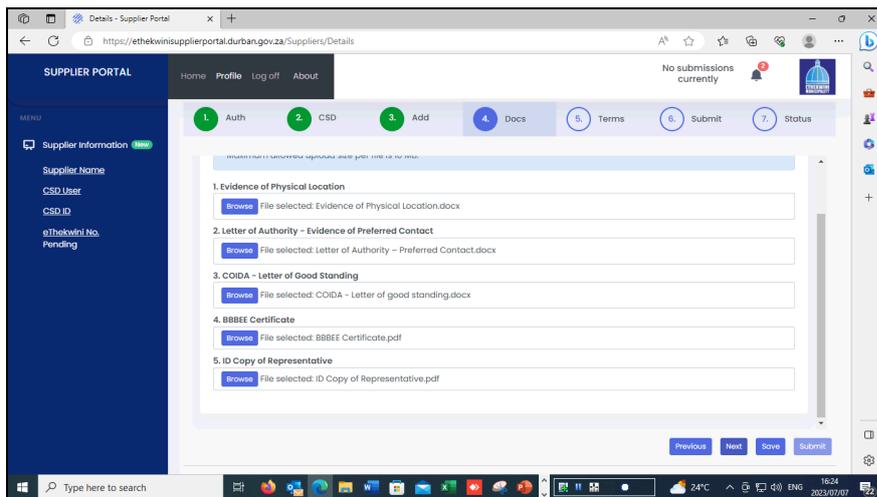
Step	Action
74.	Select the <b>ID Copy of Representative</b> document to attach. <div style="border: 1px solid black; padding: 2px; display: inline-block;">ID Copy of Representative</div>



Step	Action
75.	Click the <b>Open</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Open</div>

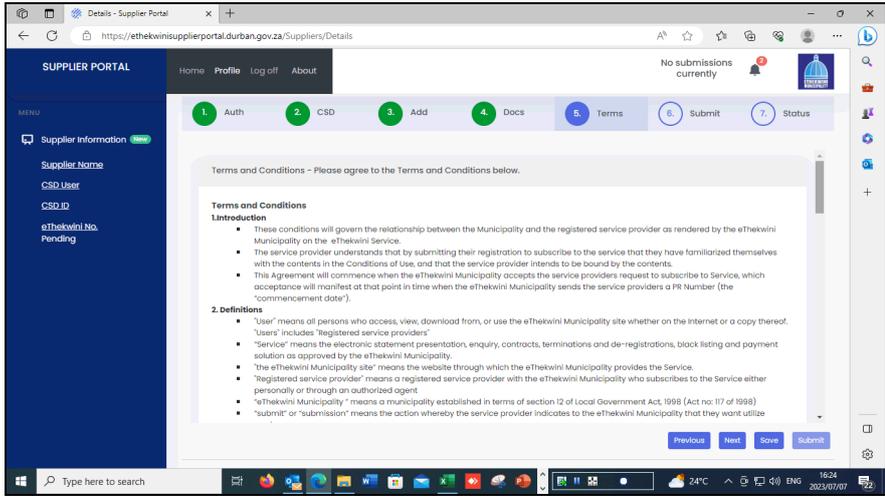


Step	Action
76.	Scroll Up

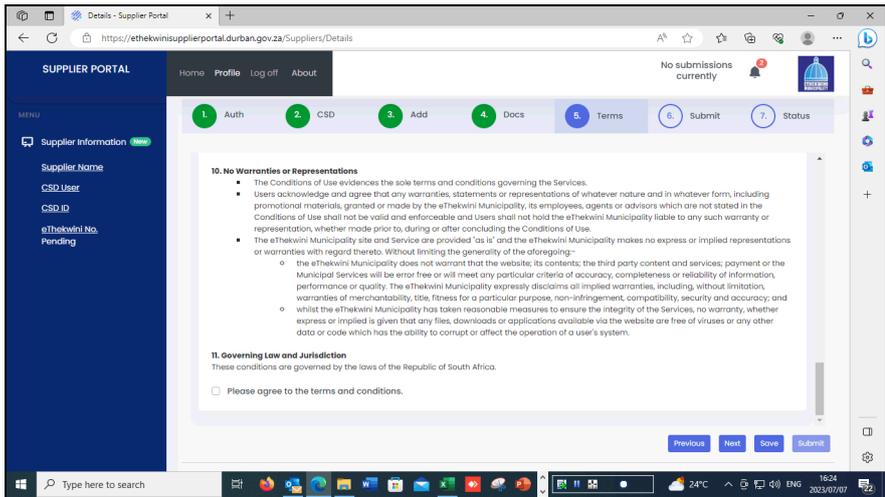


Step	Action
77.	Click on the <b>Next</b> button to go to the next tab

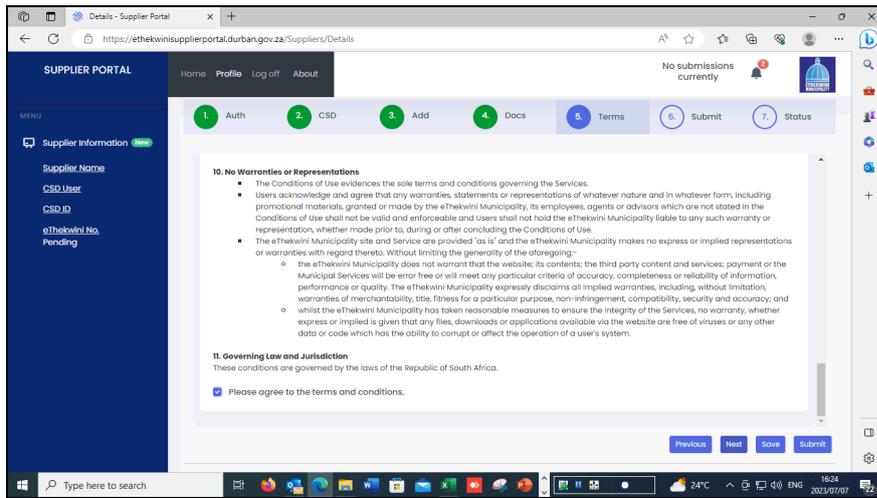




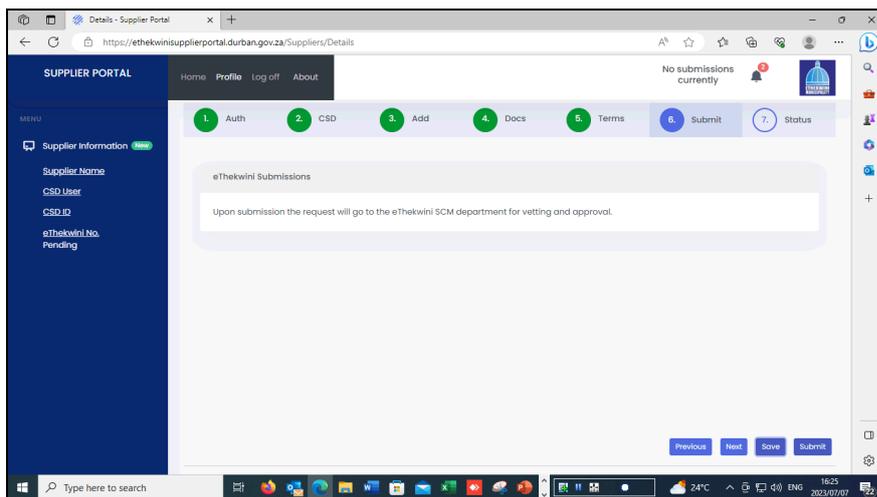
Step	Action
78.	Read and agree to the <b>Terms and Conditions</b> to submit your profile.



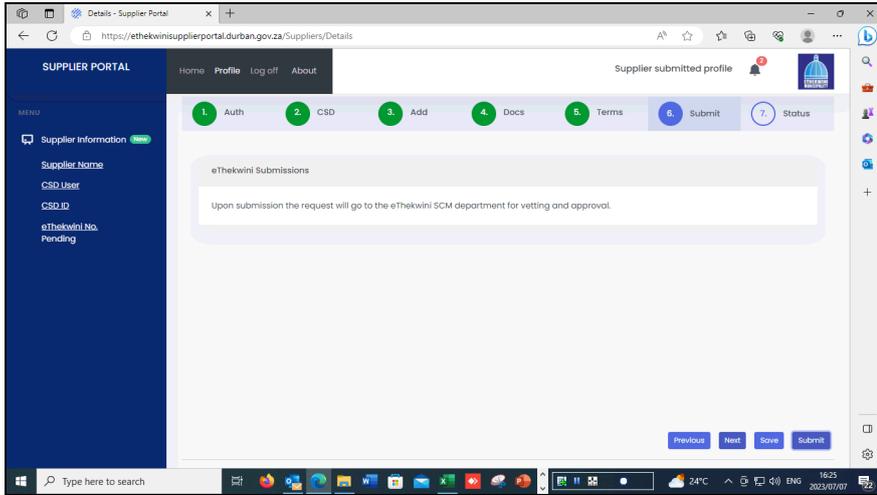
Step	Action
79.	<p><b>Tick</b> the check box to agree with the <b>Terms and Conditions</b>.</p> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 10px auto; display: flex; align-items: center; justify-content: center;"> <input type="checkbox"/> </div>



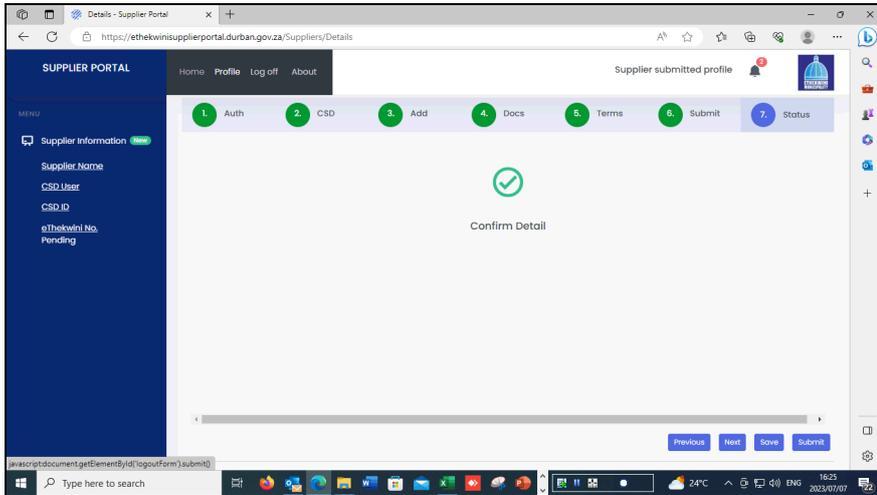
Step	Action
80.	Click on the <b>Next</b> button to go to the next tab 
81.	Click on the <b>Save</b> button to save the information. The save functionality will allow you to go back and make changes to previous entered information. 



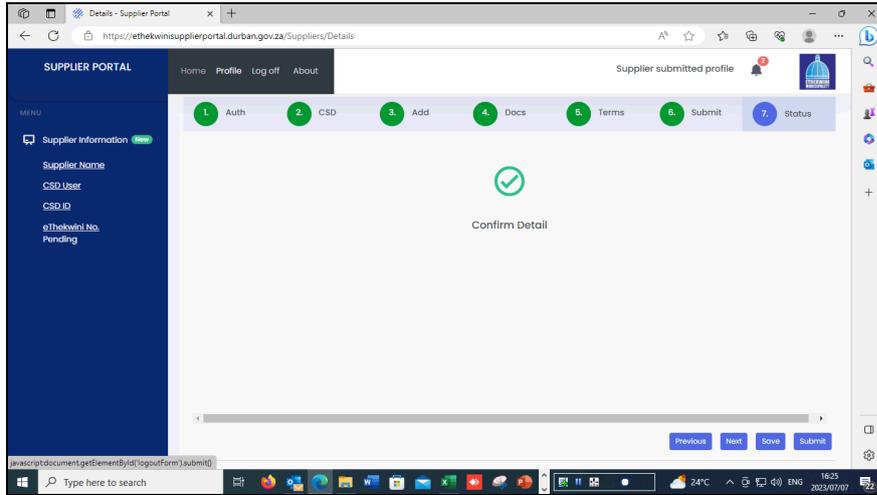
Step	Action
82.	Click on the <b>Submit</b> button to submit your captured information. 



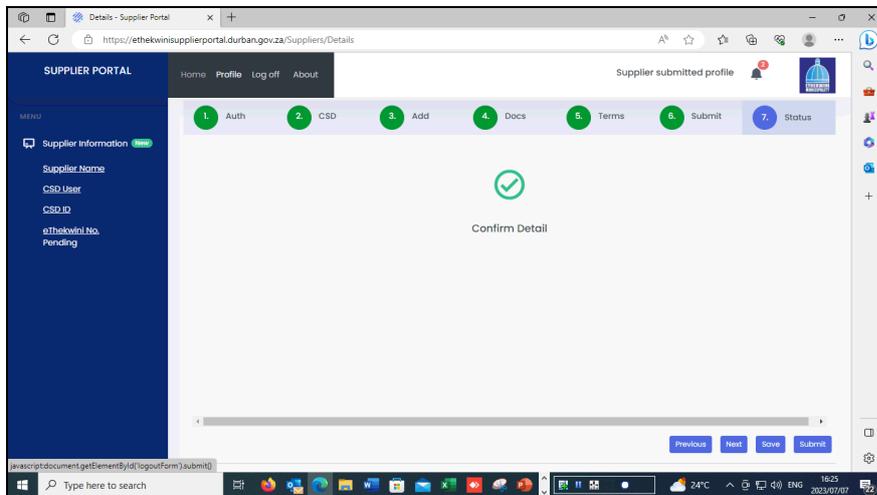
Step	Action
83.	Click on the <b>Next</b> button to go to the next tab 



Step	Action
84.	Once the <b>Supplier</b> profile is submitted the status will change to Supplier submitted profile. 



Step	Action
85.	Any notification pedding on your profile will be alerted on the ring bell icon. 



Step	Action
86.	Click the <b>Log off</b> tab when you are done with you profile. 
87.	<b>End of Procedure.</b>