

## **IMPORTANT COMMUNICATION**

### **REGISTRATION AS A SUPPLIER ON THE CENTRAL SUPPLIER DATABASE (CSD)**

To Whom it May Concern

The attached circular from National Treasury places an obligation on all service providers that intend doing business with government to register on its Central Supplier Database (CSD).

With effect from 1 April 2016, the Electoral Commission may not award any bid to a supplier not registered as a prospective supplier on the CSD.

You may currently be a registered or intend to a register as a supplier at the Electoral Commission. The objective of this communication is to invite you to register on the newly implemented Central Supplier Database (CSD).

The CSD is a single source of all supplier information for all spheres of government. The purpose of centralising government's supplier database is to reduce duplication of effort and cost for both supplier and government while enabling electronic procurement processes.

Prospective suppliers are now able to self-register on the CSD website [www.csd.gov.za](http://www.csd.gov.za). The CSD interfaces to South African Revenue Service (SARS) to enable tax clearance certificate verification and the Companies and Intellectual Property Commission (CIPC) for verification of business registration and business ownership information. The CSD furthermore verifies supplier information with the register for tender defaulters and database of restricted suppliers, and verifies South African identification numbers with the Department of Home Affairs (DHA).

Effective 1 April 2016 all spheres of government will only be allowed to do business with suppliers that are registered on the CSD.

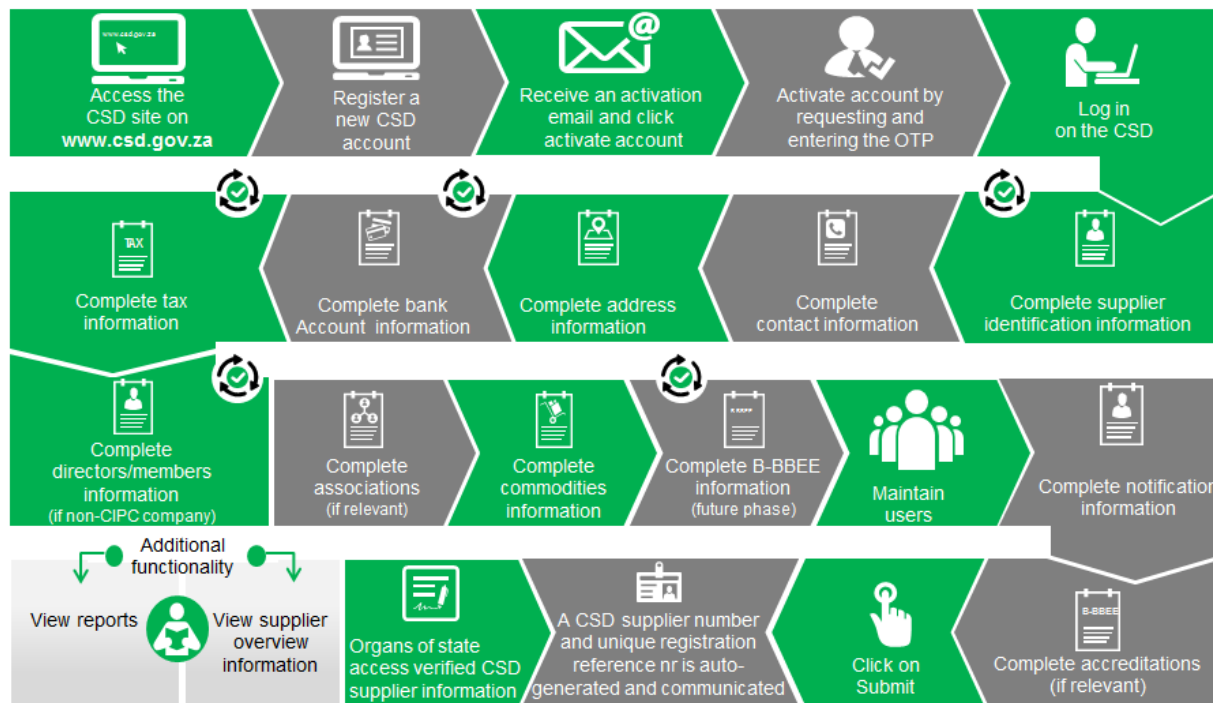
#### **What will be required for suppliers to register?**

All suppliers are required to provide the required information on the CSD website and must ensure it is complete, accurate and comprehensive. The following would be amongst the required information:

- Supplier information i.e. supplier type, identification number, supplier name, trading name and country of origin.
- Supplier contact i.e. preferred contact person, preferred communication method, email address, cell phone number, telephone number, *et cetera*.
- Supplier address i.e. country, province, municipality, city, suburb, ward and postal code.
- Bank account information.
- Supplier tax information.
- Ownership information, i.e. name and identification number of directors, members *et cetera*.
- Association to any other suppliers i.e. branch, consortium member, *et cetera*.
- Commodities the supplier can supply.
- Notification preference.
- Accreditation (if relevant).

A valid email address, identity number, cell phone number and bank account details are mandatory in order to register on the CSD. Apart from the above, it is foreseen that B-BBEE information will be included in the CSD from 1 April 2016.

The CSD self-registration process is depicted in the diagram below.



Please make use of the shortcut <https://secure.csd.gov.za/Account/Register> to register on the Central Supplier Database (CSD). You are also encouraged to visit the Central Supplier Database supplier's area at [http://ocpo.treasury.gov.za/Suppliers\\_Area/Pages/Central-Supplier-Database.aspx](http://ocpo.treasury.gov.za/Suppliers_Area/Pages/Central-Supplier-Database.aspx) for more detailed information.

Do not hesitate to contact the Central Supplier Database (CSD) national support at [csd@treasury.gov.za](mailto:csd@treasury.gov.za) or a contact telephone number as provided on the website link <https://secure.csd.gov.za/Feedback/FeedbackAdd> should you experience any problems to complete the above mentioned process.

#### WHAT IF YOU HAVE ALREADY REGISTERED AS A SUPPLIER ON THE CSD?

If you have already registered on the CSD as a potential supplier to the Electoral Commission, please provide us with your CSD Supplier Number and Unique Registration Reference Number by emailing it with your company detail to [votaquotes@elections.org.za](mailto:votaquotes@elections.org.za)