



PetroSA

**PETROSA
NEW ONLINE REGISTRATION
OF
SUPPLIERS
AND
UPDATING OF
EXISTING SUPPLIER
INFORMATION**



Table of contents

Item	Page
Phase 1 – Registration Process	Page 1
Phase 2 – Registration Process	Page 2 - 10
Updating of information	Page 4, Page 6 - 10
Important notice	Page 10

PetroSA Registration is a two-phased approach

Phase 1 - Supplier Self- Registration CSD Process

1. Go to www.csd.gov.za
2. Follow the steps as indicated below:

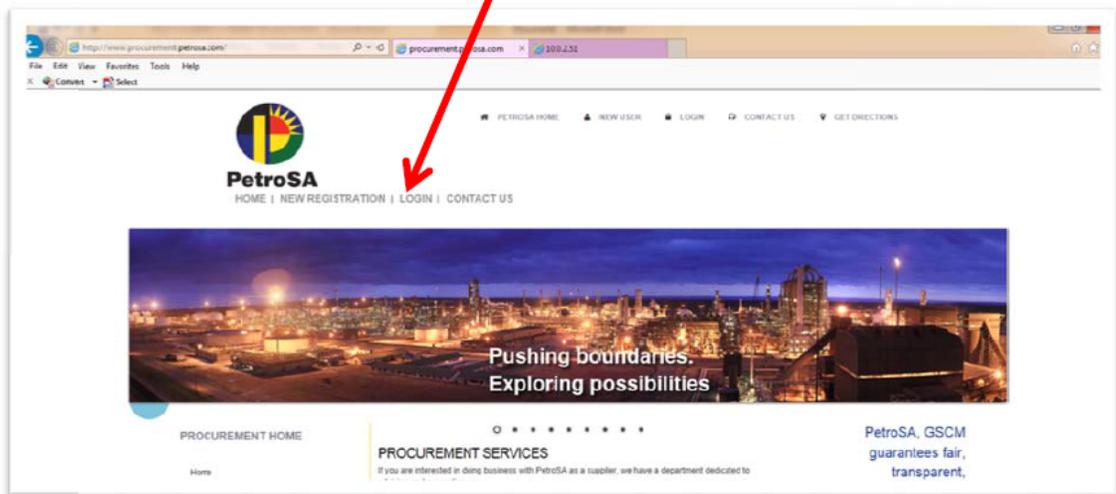
Supplier Self-Registration Process



If you require any assistance with **Phase 1**, please contact the **CSD National Support** on **012 406 9222** or email csd@treasury.gov.za . You can also obtain additional Provisional Support Contact details by going to <https://secure.csd.gov.za/Feedback/ProvincialContacts>

Phase 2 - Supplier Self- Registration PetroSA Process

1. www.procurement.petrosa.com then click on "Login"



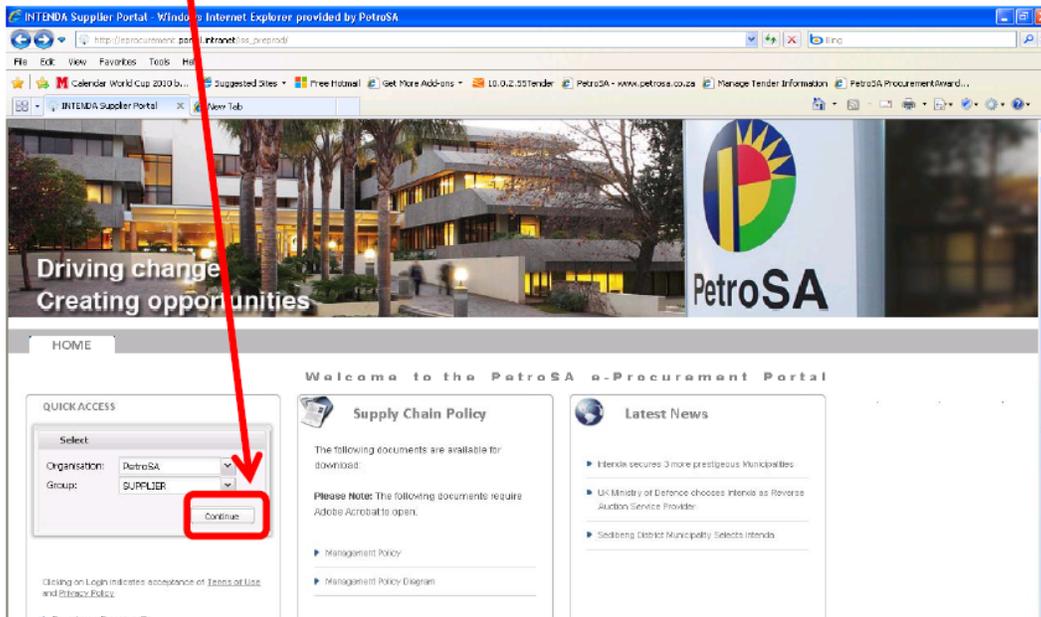
2. Login using

Username: MAAA...
User Code: MAAA...
Password: newuser

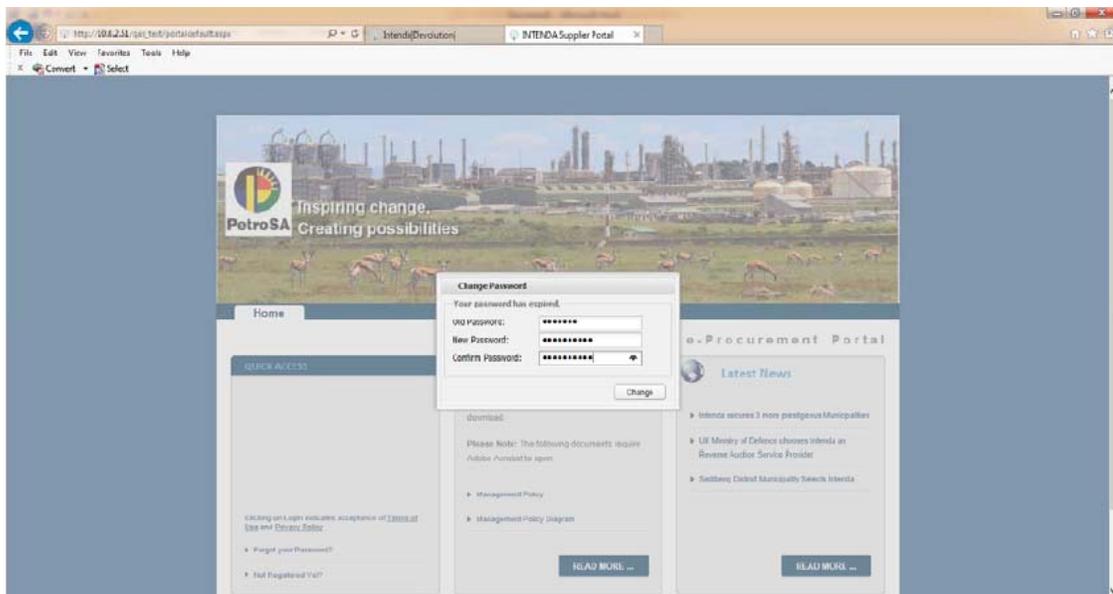
A screenshot of the PetroSA e-Procurement Portal. At the top, there is a 'HOME' tab and a welcome message: 'Welcome to the PetroSA e-Procurement Portal'. Below this is a prominent red notice: 'All current PetroSA registered and future suppliers are kindly requested to also register on the National Treasury Central Supplier Database with effect from 1 May 2016. Please use the following link: https://secure.csd.gov.za/ or visit the Office of the Chief Procurement Officer at www.treasury.gov.za'. The main content area is divided into three sections: 'QUICK ACCESS' with a login form, 'How to Guides', and 'Important Documentation'. The login form includes fields for 'Username', 'User code', 'Password', and 'Language' (set to English), along with 'Forgot Password?' and 'Login' buttons. The 'How to Guides' section lists links for 'SUBMIT A TENDER OR QUOTATION', 'REGISTRATION AND UPDATING OF INFORMATION', and 'MESSAGE CENTRE'. The 'Important Documentation' section lists links for 'SBD 6.2 LOCAL CONTENT CERTIFICATE', 'LC_Annex C_E', 'SWORN AFFIDAVIT FOR THE PURPOSE OF B', 'Online Terms and Conditions', and 'Code of Ethics'.

If you require assistance with your login details, please contact support on **012 663 8815** or email **support@intenda.net**

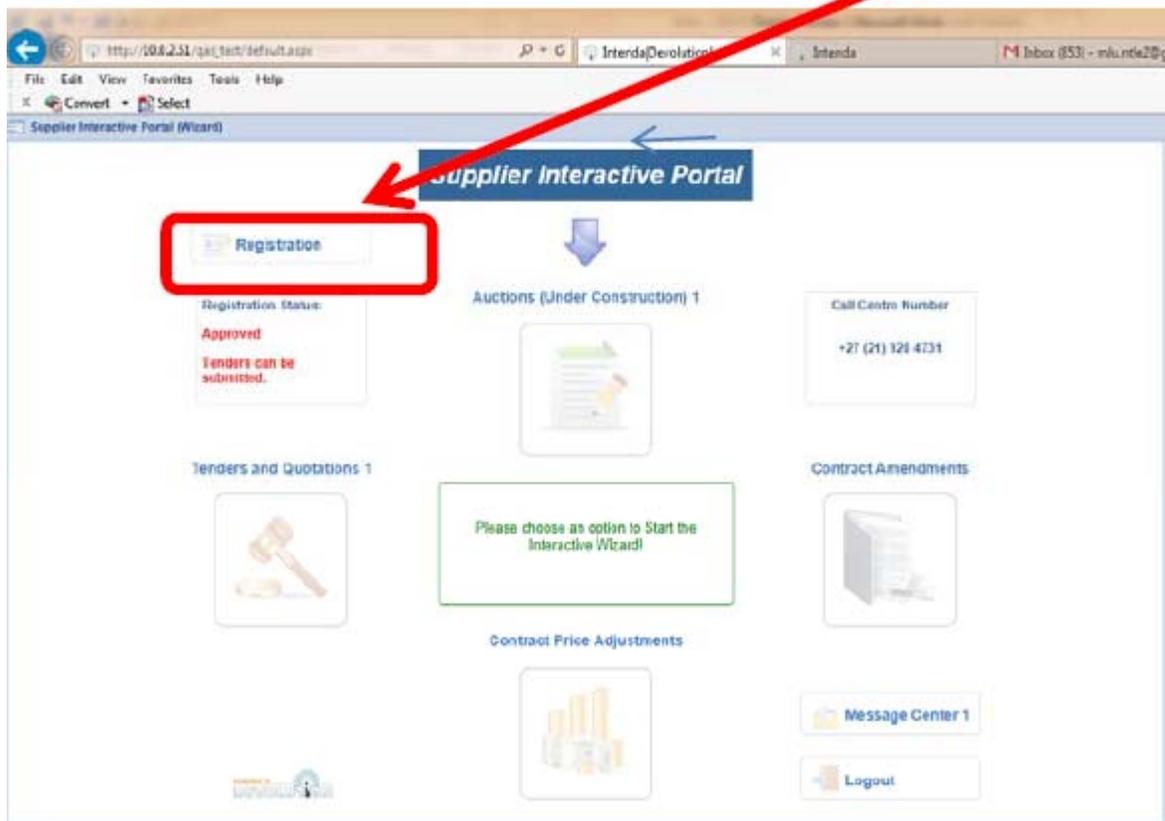
3. Click on Continue



4. You will be prompted to change your password. After changing our password, please click on “Change” button to proceed.



5. You will be taken to the landing page. Please click on “**Registration**” link to proceed to the 2nd Phase registration wizard



- This takes you to the 7 step registration wizard. As each step is completed, the robot light changes to green. This change is driven by the completion of all mandatory fields or actions in each step. If there no mandatory field or action in a step, then the step will automatically turns green. Please click on Step 6. **If you are a local supplier** please complete the required BEE information then click on “**Save**”. Also complete the other fields if applicable to you, then click on “**Save**”.

The screenshot shows the 'Statutory Requirements' section of the 'Supplier Master' form. It contains several input fields and dropdown menus. Two red arrows point to specific fields: one points to the 'Select Your BBEE Contribution Level' dropdown, and another points to the 'Percentage ownership of black people' input field. Both of these fields are enclosed in a box labeled 'BEE information'. There are also other boxes labeled 'BEE information' pointing to the 'BBEE Certificate Expiry Date' and the 'Percentage ownership of black people who are youth' field.

You will get a message “**saved successfully**” when your information is saved.

- Use the scroll bar on your right to scroll to the bottom of your screen to view list of documents required where applicable to you.

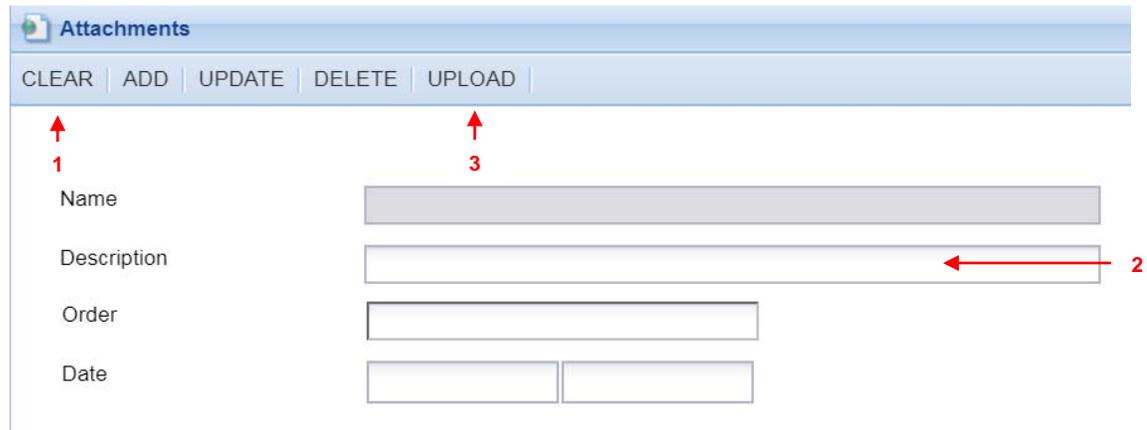
Please indicate which documents you have attached

Certification of Incorporation (for foreign suppliers)	Proof of Banking Details	Trust Deeds (if applicable)
SANAS Approved B-BBEE Certificate/Affidavit signed by the Commissioner of Oath	COID (if applicable)	Joint Venture Documents (if applicable)
Latest Financials / Letter from Auditor	Fuel Products Wholesale Licence (if applicable)	Other Industry Documents (if applicable)
Company Profile	Fuel Products Import Licence (if applicable)	

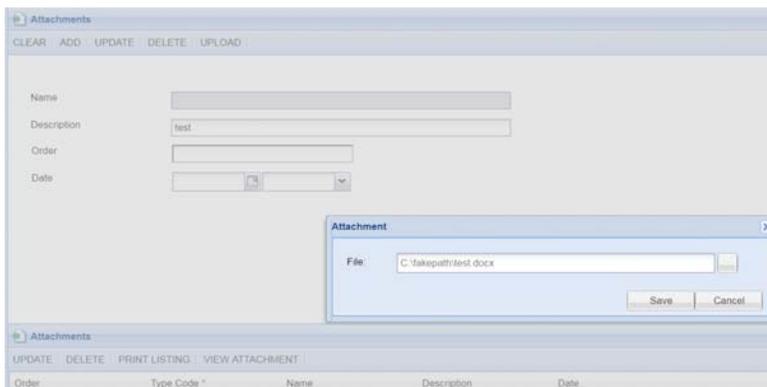
3. Attach your required documents by clicking on “**Manage Attachments**”, top left corner of your screen



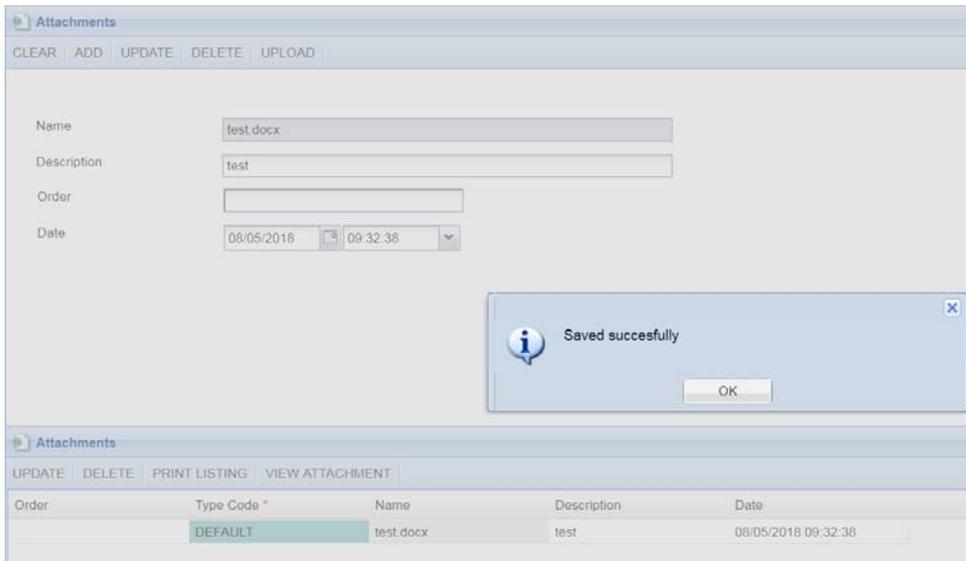
4. Click on “**Clear**” top left of your screen, then click in the **Description field**. Type in your document description (e.g. BEE certificate 2018) then click on “**Upload**”. upload your document and click on save.



Select the document from your source directory folder and click on “**Open**”, then click on “**Save**”. (Or **double click** on your source document)



You will get a message “**saved successfully**” when your document is saved and you will be able to see the saved document record at the bottom of your screen.

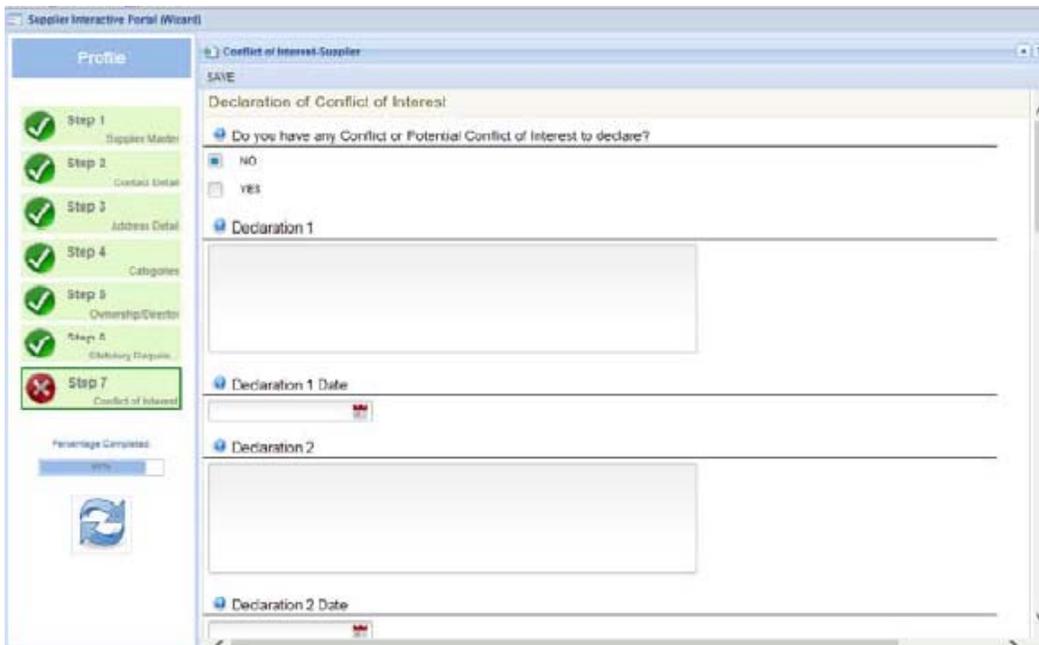


The screenshot shows a web interface for managing attachments. At the top, there are buttons for CLEAR, ADD, UPDATE, DELETE, and UPLOAD. Below these are input fields for Name (test.docx), Description (test), Order, and Date (08/05/2018 09:32:38). A blue message box with an information icon says "Saved successfully" and has an OK button. Below the form is a table with columns: Order, Type Code, Name, Description, and Date. The table contains one row with the following data: Order (blank), Type Code (DEFAULT), Name (test.docx), Description (test), and Date (08/05/2018 09:32:38).

Order	Type Code *	Name	Description	Date
	DEFAULT	test.docx	test	08/05/2018 09:32:38

PS: When you **attach more than one document** (e.g.: BEE certificate and profile), remember to **Click on “Clear”** before uploading your next document.

5. Click on **Step 7** then indicate if you have a “Conflict of Interest” or not. If you have conflict of interest, please select “**Yes**” indicator and type the declaration. If not, please select “**No**” indicator, then click on “**Save**” button to proceed.



The screenshot shows the "Supplier Interactive Portal (Wizard)" interface. On the left, there is a "Profile" sidebar with a progress indicator showing steps 1 through 7. Step 7, "Conflict of Interest", is currently active and highlighted in red. The main area is titled "Conflict of Interest-Supplier" and has a "SAVE" button. The form contains the following sections:

- Declaration of Conflict of Interest**: A question "Do you have any Conflict or Potential Conflict of Interest to declare?" with radio buttons for "NO" (selected) and "YES".
- Declaration 1**: A text input field.
- Declaration 1 Date**: A date input field.
- Declaration 2**: A text input field.
- Declaration 2 Date**: A date input field.

This marks the end of the registration process on the supplier side. All the next actions will be undertaken by the Database Administrator to vet and verify the information submitted.

Although the Database Administrators do monitor accreditation statuses on a regular basis, you are advised to contact PetroSA on **021 928 4731** and advise the **Tender Consultant** (Contact can be found on the online tender) if your status precludes you from tendering online or your BEE status is not vetted.