CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

What is the Central Supplier Database?

The Central Supplier Database (CSD) is a single database to serve as the 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.

What happens on 1 September 2015?

From 1 September 2015 prospective suppliers will be able to self-register on the CSD website www.csd.gov.za. Suppliers can capture and update their information on the CSD at any time, in preparation for the utilisation of supplier data through procurement and financial systems used by all organs of state from 1 April 2016. The period from 1 September 2015 to 31 March 2016, will be referred to as the Interim Period.

Once information has been verified with external data sources, a unique supplier number and security code will be allocated and communicated to the supplier. Suppliers will be required to keep their data updated regularly and should confirm at least once a year that their data is still current and updated. Automatic re-verification of relevant supplier data against SARS, CIPC etc. will be done regularly (daily, weekly, monthly, etc.) as required.

How will the interim period work?

Apart from registering and capturing supplier information on the CSD, suppliers currently on any database of organs of state need to maintain their records through the current supplier systems for the period 1 September 2015 to 31 March 2016.

During the interim period, suppliers must provide their CSD supplier number and unique security code as well as any other relevant documentation (not yet electronically verified by the CSD) to the organs of state. Organs of state will use the CSD supplier number and unique security code to view/print the verified supplier information from the CSD in order to maintain their current supplier databases.

Why should a supplier register on the CSD?

- Suppliers will only be required to register once when they do business with government;
- A supplier will be able to ensure their data is up-to-date, complete and accurate;
- Standardised and electronic verification of supplier information leading to reduced fraud with paper copies and manual processes;
- Supplier will not be required to submit physical tax clearance and business registration certificate to organs of state; and
- Single source of supplier information to all organs of state.

What will be required for suppliers to register?

All suppliers will be required to complete 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, etc.;
- 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 etc.;
- Association to any other suppliers i.e. branch, consortium member etc.; and
- Commodities the supplier can supply.

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.

Who can be contacted for further information on the CSD?

Contact National Treasury for further clarity on the process at csd@treasury.gov.za or 012 315 5509.
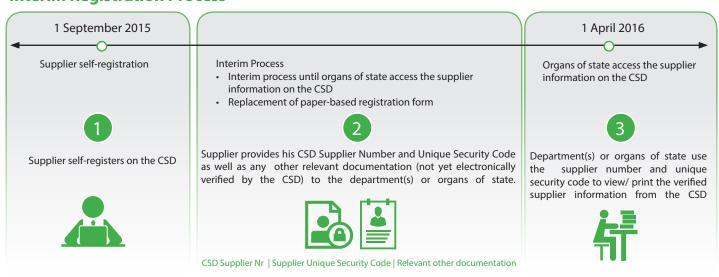
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CSD Registration Process

Access the CSD site on **www.csd.gov.za** → Register a new CSD account → Receive an activation email and OTP → Activate account and enter OTP → Log in on the CSD

Complete tax information → Complete bank account information → Complete address information → Complete contact information → Complete supplier identification information

Complete ownership information (if non-CIPC company) → Complete associations (if relevant) → Complete commodities information → Complete B-BBEE information (future phase) → Maintain users

Additional functionality

View reports | View supplier overview information

Organs of state access verified CSD supplier information → A CSD supplier number and unique security code is auto-generated and communicated → Click on Submit

Auto verification of supplier information with SARS, CIPC etc

Interim Registration Process

1 September 2015 ———————————————————— **1 April 2016**

1
Supplier self-registration

Supplier self-registers on the CSD

2
Interim Process
- Interim process until organs of state access the supplier information on the CSD
- Replacement of paper-based registration form

Supplier provides his CSD Supplier Number and Unique Security Code as well as any other relevant documentation (not yet electronically verified by the CSD) to the department(s) or organs of state.

CSD Supplier Nr | Supplier Unique Security Code | Relevant other documentation

3
Organs of state access the supplier information on the CSD

Department(s) or organs of state use the supplier number and unique security code to view/ print the verified supplier information from the CSD

Interim Benefits/ Reduced administrative burden
- Supplier only captures registration information once (quality measures applied to ensure complete, accurate and up-to-date information) accessible by all spheres of government
- In-process electronic verification (i.e. tax, business registration and bank account check-digit and branch information) and in-process member/ director detail obtainment - no paper copies required = reduced fraud

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