



HOW TO DO BUSINESS WITH ETHEKWINI MUNICIPALITY

There are certain steps that a potential supplier or service provider must take before applying for business opportunities with the municipality. It is imperative that these steps are carefully followed, and all documentation requested MUST be submitted.

STEP 1: REGISTER ON THE NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE (CSD)

LOG ON TO:

www.csd.gov.za

The unique Identification (MAAA ... and the 36-digit unique number) given to the supplier will then be entered into the City's new Vendor Portal. Please request the CSD summary report to aid your application.

CSD CONTACT DETAILS: 033 897 4535/ 4516/ 4624/ 4212

Email: database@kzntreasury.gov.za

STEP 2: REGISTER ON THE ETHEKWINI SUPPLIER PORTAL

LOG ON TO:

www.ethekwinisupplierportal.durban.gov.za

To be fully complaint, it is important to register the company using this portal. It will result in the following benefits:

Transfer of all data captured by the supplier on National Treasury's Centralized Supplier Database, thus ensuring efficient and fair rotation when RFQ's are required.

- Categorization of purchasing offered by the supplier to receive emailed communication regarding opportunities.
- Online view of request for tender information opportunities that are available at eThekweni Municipality.
- Update of contracts and opportunities that have

been awarded and the ability to lodge queries regarding these awards.

FOR ANY ETHEKWINI SUPPLIER PORTAL QUERIES:

Email: eprocurement@durban.gov.za

cc Fatima.Milazi@durban.gov.za;

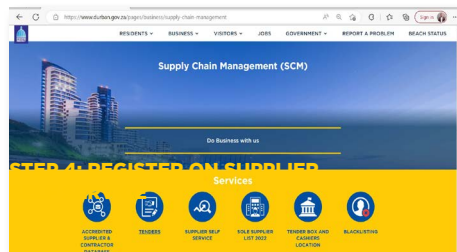
031 322 7011 /7014/7013/9138/7061/7066/7009/38



Supplier Portal Training Manual

STEP 3: VIEWING OF TENDERS: ADVERTISED, CLOSED, AWARDED AND NON-AWARDS

1. Log on to www.durban.gov.za/pages/business/supply-chain-management
2. The landing page allows you to view tender opening dates, closed, awarded and non-awards.



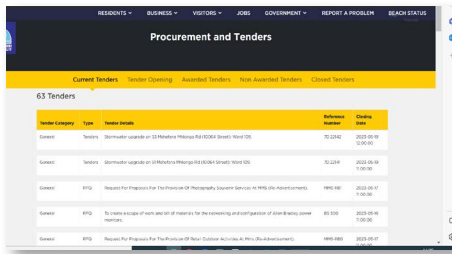
This is an online quotation system which allows for the viewing of RFQs advertised and submission of quotes by bidders.

REQUIREMENTS TO REGISTER ON SSS:

- Directors ID Copy
- MAAA number from CSD

The support desk aims to attend to all requests within 48 hours.

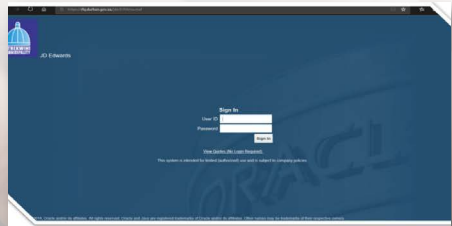
**Email: supplier.selfservice@durban.gov.za
031 322 7133 /53/ 54**



Instructions for Quoting ESP

STEP 5: VIEWING QUOTATIONS ADVERTISED THROUGH SUPPLIER SELF SERVICE (SSS)

- Log onto <https://rfq.durban.gov.za/jde/E1Menu.maf>
- The landing page allows you to log in via your user details. Thereafter you are able to view quotes advertised and quotes completed under your profile.



SCM OFFICE LOCATIONS AND BRANCH MANAGER CONTACT DETAILS

Administration and Business Systems (SSS):

Lungile Dlamini Tel: 031 311 7449
Email: Lungile.dlamini@durban.gov.za

Compliance & Monitoring Branch:

Musa Ndaba Tel: 031 322 7014
Email: Musa.Ndaba@durban.gov.za

Corporate Procurement Branch:

Nicholas Mkhize Tel: 031 311 7531
Email: Nicholas.Mkhize@durban.gov.za

Customer and Supplier Relations:

Sandile Buthelezi Tel: 031 322 8496 / 031 322 8497
Email: SCM.Queries@durban.gov.za

Electricity Procurement:

Tumo Mpetsane Tel: 031 311 9420
Email: Tumo.Mpetsane@durban.gov.za

Tenders & Contracts Branch:

Zandile Njongo Tel: 031 322 3800
Email: Zandile.Njongo@durban.gov.za

Water Procurement:

Bongiwe Shabangu Tel: 031 311 8386
Email: Bongiwe.Shabangu@durban.gov.za

Invoice Queries – SMME Helpdesk:

Suppliers are encouraged to send monthly statements and copies of all unpaid invoices to:
AccountsPay.Statement@durban.gov.za
Contact: 031 322 7922

**For any SCM related queries, please contact us on the details below:
Tel: 031 322 8496/ 031 322 8497 Email: SCM.Queries@durban.gov.za**