



Login to the Central Supplier Database (www.csd.gov.za), then scroll down to accept and acknowledge.

Once accepted, click on “Supplier details”, then “Add supplier”, and then proceed with the steps below:

Identification

- Supplier type: CIPC (if you have a registered company)
- Supplier sub-type: private company, close corporation (depends on company)
- Add company registration number
- Total turnover: 10 million or less
- Financial year: 2020/03/01
- Click Overview

Supplier industry classification

- Click on Industry classification
- Click Other services activities
- Other personal service activities
- Select second edit
- Drag the circle to 100
- Click Save
- Click Overview

Address

- Click address
- Select Physical
- Line 1: type the street name
- Line 2: type the area (eg. Khayelitsha)
- Capture all the necessary information
- Tick the first two boxes
- Click Save
- Click Overview

Bank account

- Click Bank
- Add bank details
- Click on the notification contacts and select the email address
- Capture the account holder (exactly as it is on the bank confirmation letter)
- Choose the account type (current accounts)
- Capture the account number
- Select the bank
- Capture the branch code
- Request OTP
- Save
- Go back to Overview

Tax

- Click Tax
- Click Add tax details
- Capture the tax number
- Tick the small box if you are VAT registered
- Capture the VAT number
- Click Save
- Go back to Overview

Directors/Member

- Click Directors
- Click Edit small one on the director's name
- Add email and cell number
- Tick the small box
- Add share percentage
- Add suburb (select pop up from the system)
- Select ethic group
- Click Save
- Click Overview

Commodities

- Click Commodities
- Click Add commodities
- Type the name of the commodity (e.g. Cleaning)
- Click Find commodities
- Type the name of commodity again then you will see the drop downs
- Select a commodity you want
- Click Search
- Select the commodities you want or click Select all
- Click Add
- Click Ok
- Click Save and continue (you can also write a description)
- Select if it is province-wide or nationwide
- If it is province-wide, select the name of the province
- Click Save
- Click Overview

B-BBEE

- Click B-BBEE
- Choose the type of B-BBEE
- Click Save and continue
- Capture all the necessary details (if it is not the B-BBEE from CIPC)
- Click Save
- Click Overview

Once you have added the company information, scroll down and click on “Submit” to obtain the MAAA number (CSD supplier number).

CONTACT

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