

Summarised User Guide- Service Provider

Welcome to the RAF Online supplier registration portal

This online registration portal is intended to ease the process of registering as a service provider with the RAF.

The portal provides functionality to:

1. Register the practice(Practice details, Bank details & Contact Details)
2. Submit/Upload required documents
3. Reset user password

Address: <https://scs.raf.co.za/OnlineSupplierRegistration>

For general enquiries (SCM):

Telephonic Support:

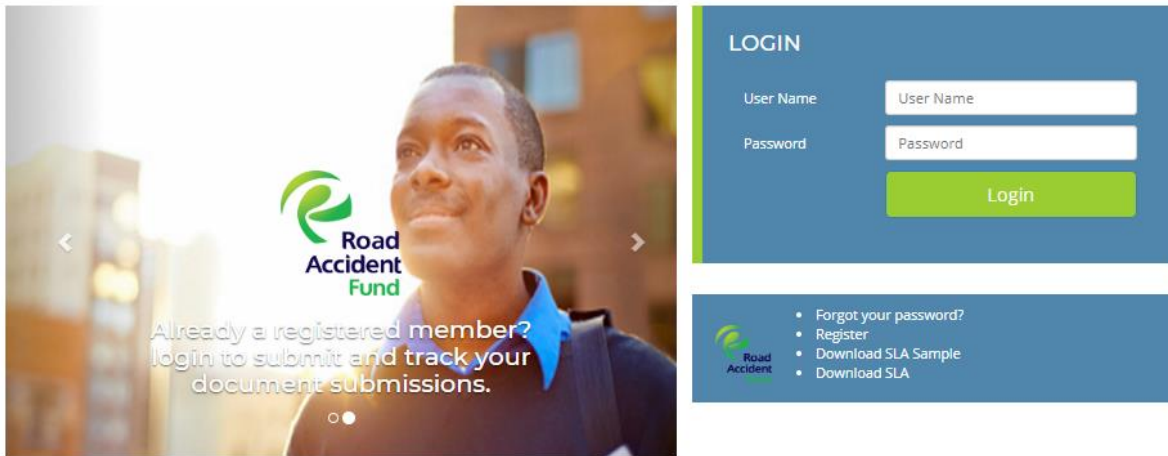
Email Support:

For technical enquires (IT):

Telephonic Support:

Email Support:

1. Portal Home Page



- **Forgot your password** – Registered providers that need to reset their portal password because they've either forgotten it or the existing password is compromised.
- **Register** – New registration for service providers
- **Download SLA Sample** – Download a sample SLA with details on how to complete the document
- **Download SLA** – Download a clean SLA for completion and submission
- **User Name** : Registered username(always registered email)
- **Password** : Default system generated password sent via email to registering user or self set password after reset

2. Register

Practice Details

Please Note: To navigate back to any section click on the respective icon.

Practice Details	Banking Details	Contact Person Details
Practice Name		Final Testing
Practice Type		Medical Service Provider
Practice Number		2324345676
HPCSA Number		5454678765
CIPC Number		202323423
Is your practice VAT registered?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VAT Number		3434674857
Tax Reference Number		3423456578
Field of expertise		Child Psychologist
Province(s)		Free State
Professional Body		HPCSA
Telephone		0123233345
Email		mulalo.storage@gmail.com
Physical Address		234 Main street

- **Capture Practice Details**(Mandatory fields indicated by *)
- Field of expertise - allows multiple selection from the drop down
- Province - allows multiple selection from the drop down

Banking Details

RAF ONLINE SERVICE PROVIDER REGISTRATION

Please Note: To navigate back to any section click on the respective icon.

Practice Details Banking Details Contact Person Details

Bank Name FNB *

Branch Name Centurion *

Account Type Cheque *

Branch Number 647546 *

Account Number 87334563446 *

Name of Account Holder M P Mokone *

Account Holder ID/Practice Number 8734367486 *

Next>

- **Capture Bank Details**(Mandatory fields indicated by *)

Contact Details

RAF ONLINE SERVICE PROVIDER REGISTRATION

Please Note: To navigate back to any section click on the respective icon.

Practice Details Banking Details Contact Person Details

First Name Sello *

Surname Chipu *

Identity Number 8876787687654 *

Cell Number 0730293432 *

Telephone (H) Home Telephone

Telephone (W) Work Telephone

Fax Number Fax Number

Email Address mulalo.storage@gmail.com *

Postal Address Box 40226 Suurman *

Physical Address 23 Setlhodi Street *

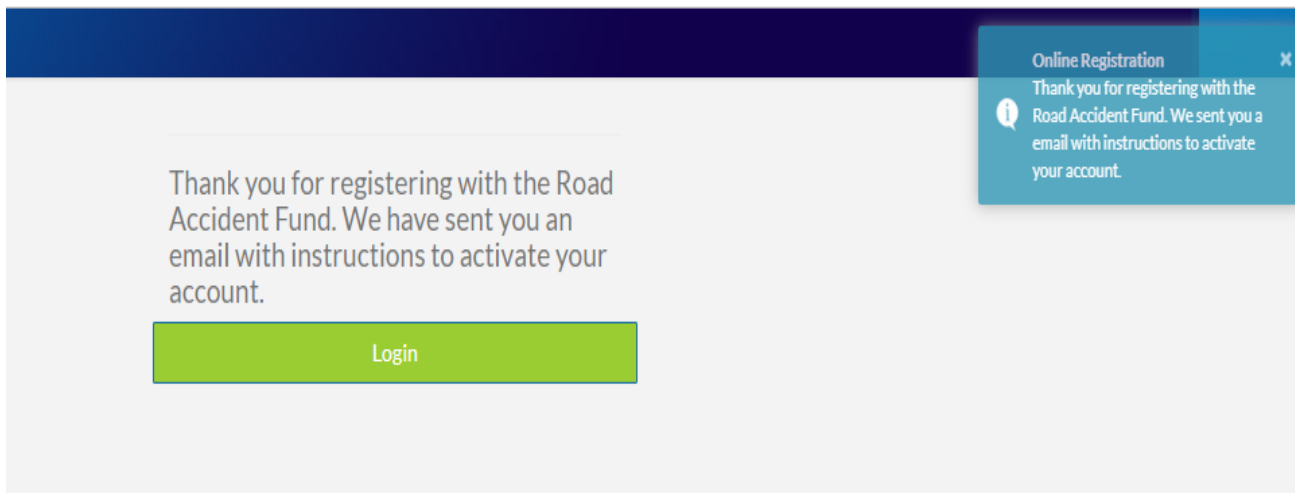
Register

- **Capture Contact Details**(Mandatory fields indicated by *)

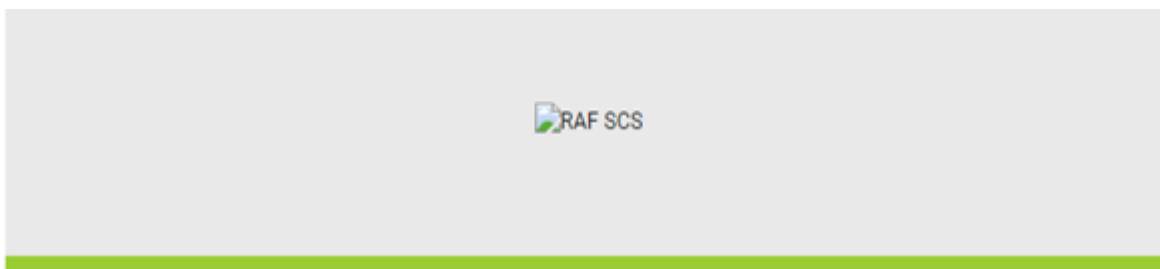
After all required fields are completed, click register.

3. Registration Confirmation

On User Screen



In user inbox (Email) with activation link



Road Accident Fund Online Service Provider Registration

Good day Sello Chipu

Thank you for registering with the Road Accident Fund online document submission platform. Below is your login credentials:

User Name: mulalo.storage@gmail.com

Password: Pass@word123

Click on the link below to activate your account.

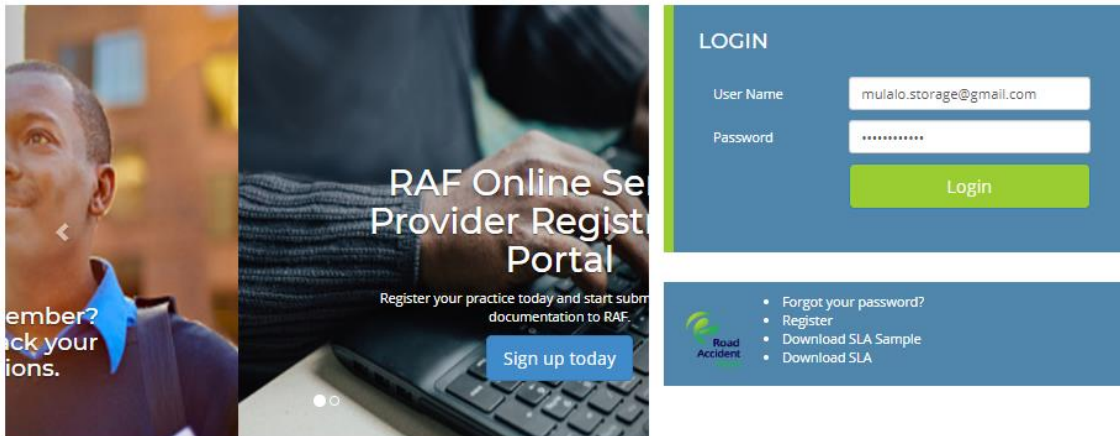
<http://SCM/Account/ActivateAccount/?UserName=mulalo.storage@gmail.com>

Kind Regards

Road Accident Fund-Online Service Provider Registration

4. Initial Login Screen

Login Screen (use with initial password)



- User must capture the username and initial password as in the e-mail notification sent to the registrant
- User will be directed to a password reset screen

5. Password reset

Password Reset

ACCOUNT-RESET PASSWORD

Please Note: The password must be at least 5 characters long, with at least 1 Upper Character, 1 Special Character(!*\$# etc) .


Password

ConfirmPassword

*****|

Reset

Reset Confirmation



ACCOUNT-RESET PASSWORD

Your password has been reset. Please [click here to log in](#)

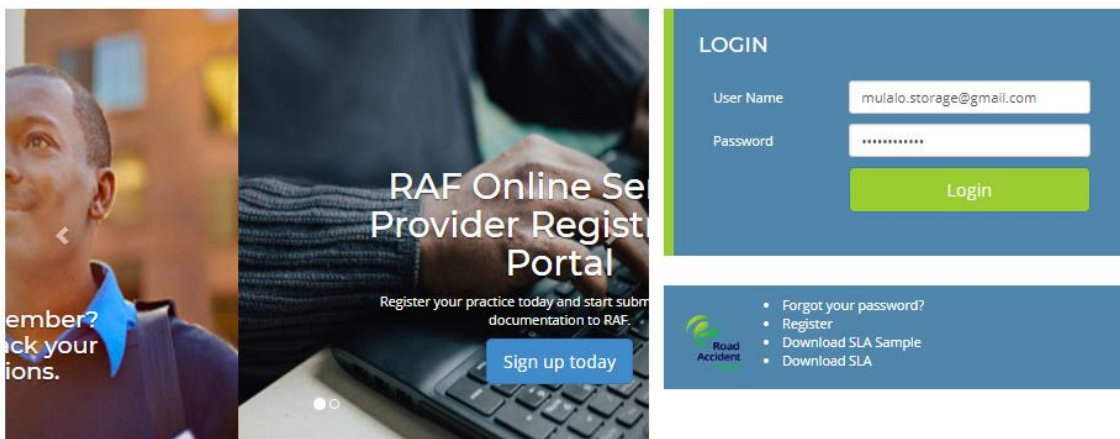
Auto logout after user Clicks “Click here to login”



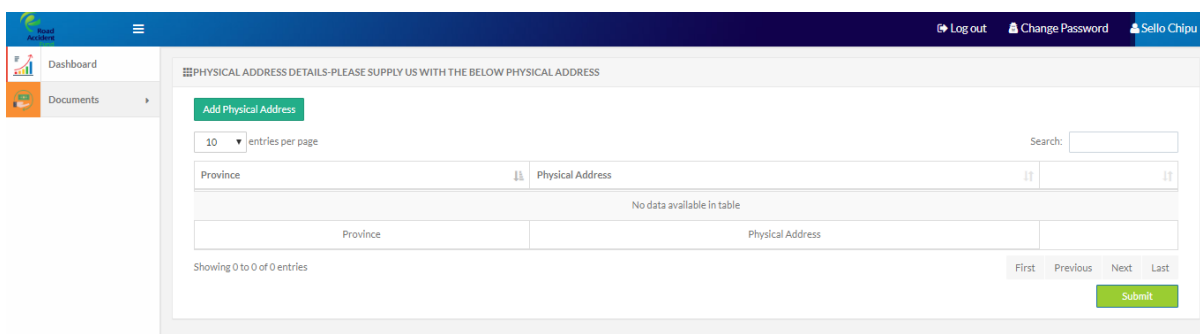
After user successful registration, account activation and password reset.

6. Main Logon Screen: User logs in with new password / Existing Password.

Main Logon Screen

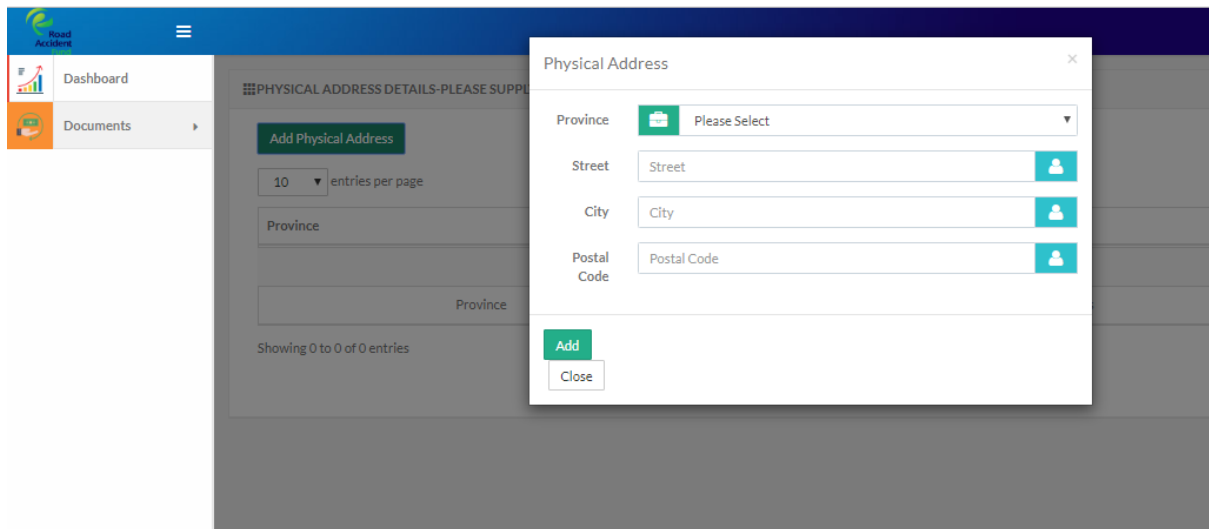


Landing Page - Addresses



- A pop up dialog to capture the address will Display and the user must click add to confirm

Address Capture pop-up



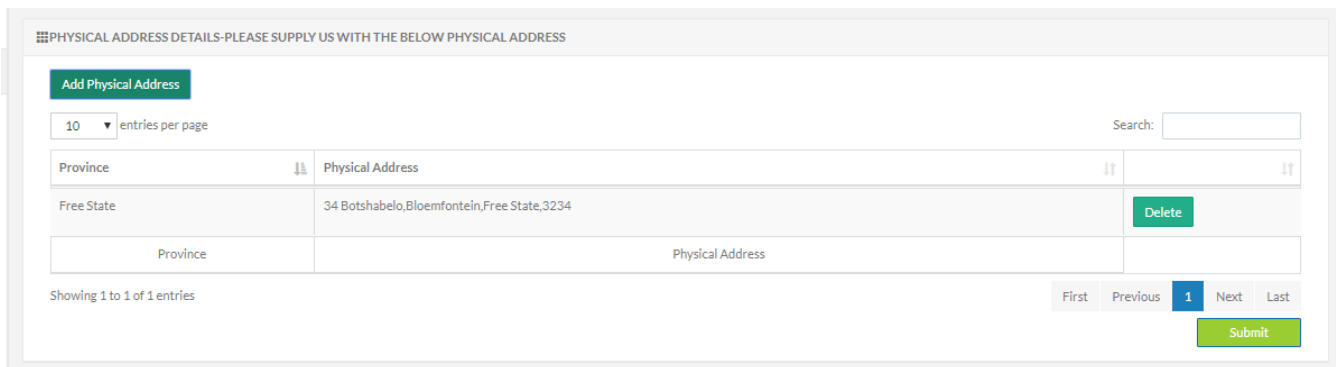
The screenshot shows a web application interface with a sidebar containing 'Dashboard' and 'Documents' links. The main content area is titled 'PHYSICAL ADDRESS DETAILS-PLEASE SUPPLY US WITH THE BELOW PHYSICAL ADDRESS'. A green 'Add Physical Address' button is visible. A modal window titled 'Physical Address' is open, containing the following fields:

- Province: A dropdown menu with 'Please Select' as the current value.
- Street: A text input field with 'Street' as the placeholder.
- City: A text input field with 'City' as the placeholder.
- Postal Code: A text input field with 'Postal Code' as the placeholder.

At the bottom of the modal, there are two buttons: a green 'Add' button and a white 'Close' button.

- The user must add all physical addresses for the practice locations for all provinces selected and click submit once all are captured.

Added Addresses (address line Item Sample)



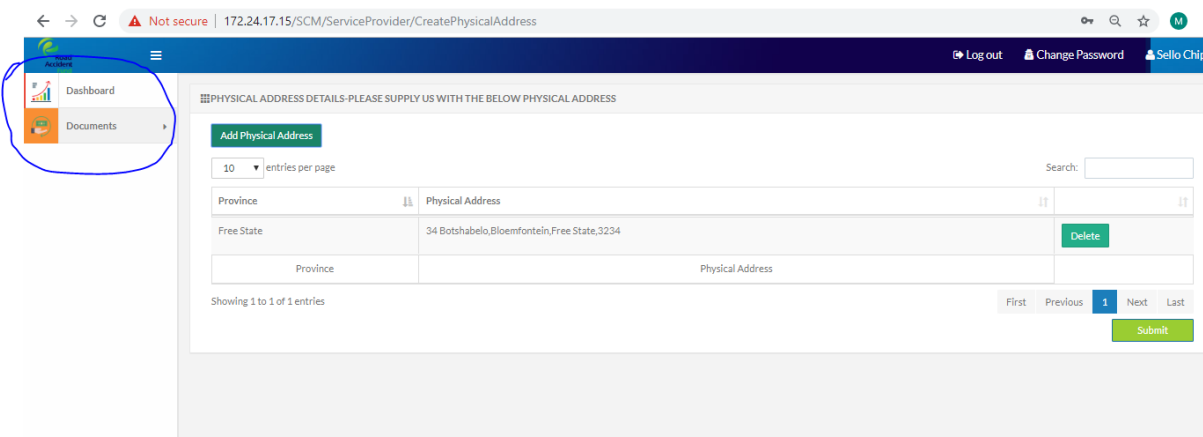
The screenshot shows a table titled 'PHYSICAL ADDRESS DETAILS-PLEASE SUPPLY US WITH THE BELOW PHYSICAL ADDRESS'. The table has three columns: 'Province', 'Physical Address', and a 'Delete' button. The first row contains the following data:

Province	Physical Address	
Free State	34 Botshabelo,Bloemfontein,Free State,3234	Delete
Province	Physical Address	

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are navigation buttons: 'First', 'Previous', '1' (selected), 'Next', 'Last', and a green 'Submit' button.

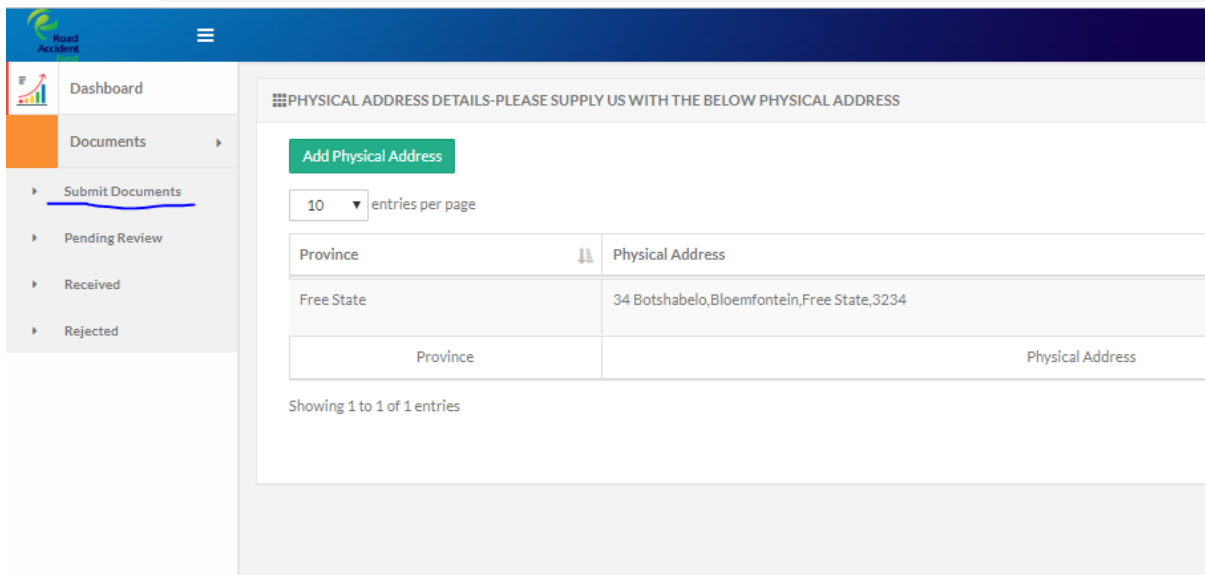
- In case of multiple addresses, there will be multiple line items

7. Submit Documents



The screenshot shows a web application interface with a sidebar containing 'Dashboard' and 'Documents' links. The 'Documents' link is circled in blue. The main content area is titled 'PHYSICAL ADDRESS DETAILS-PLEASE SUPPLY US WITH THE BELOW PHYSICAL ADDRESS'. A green 'Add Physical Address' button is visible. The table below it is identical to the one in the previous screenshot, showing one entry for 'Free State' with the address '34 Botshabelo,Bloemfontein,Free State,3234'.

- User must click on Documents



PHYSICAL ADDRESS DETAILS-PLEASE SUPPLY US WITH THE BELOW PHYSICAL ADDRESS

[Add Physical Address](#)

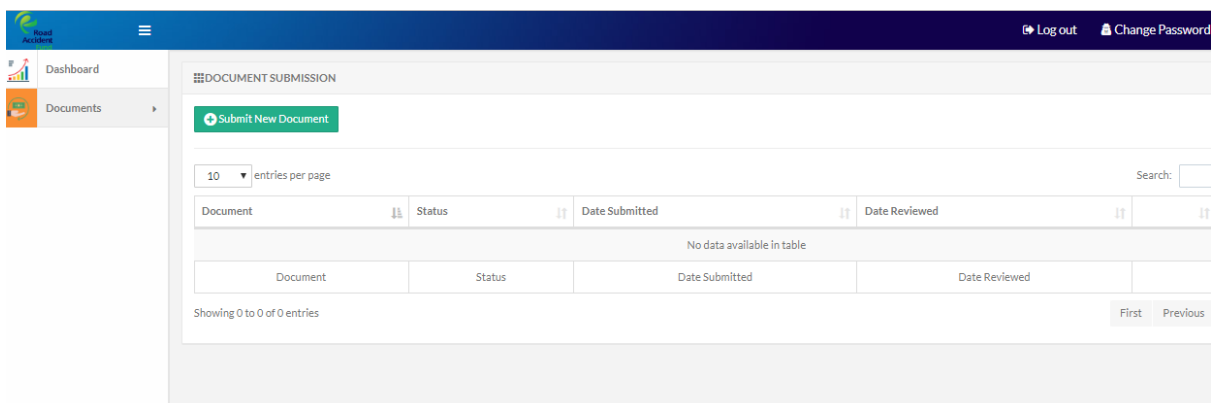
10 entries per page

Province	Physical Address
Free State	34 Botshabelo,Bloemfontein,Free State,3234

Showing 1 to 1 of 1 entries

- Submit Documents

Submit New Document



DOCUMENT SUBMISSION

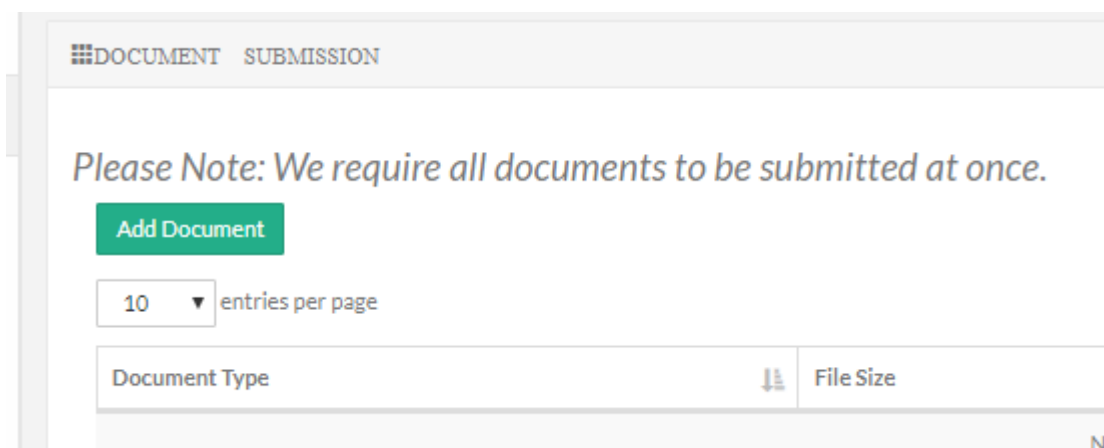
[Submit New Document](#)

10 entries per page

Document	Status	Date Submitted	Date Reviewed
No data available in table			

Showing 0 to 0 of 0 entries

- Submit New Document



DOCUMENT SUBMISSION

Please Note: We require all documents to be submitted at once.

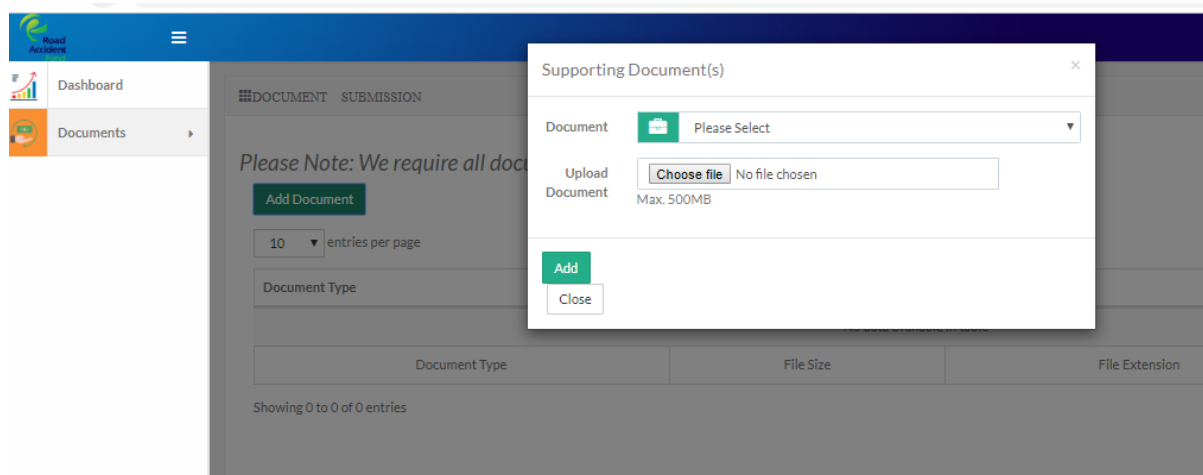
[Add Document](#)

10 entries per page

Document Type	File Size
No data available in table	

- Finally Add Document

Document Attach Pop up



Documents - Allows the user to associate the type of document with the uploaded document

Upload Document – Allows user to upload the concerned document (From machine directory)

Add – Uploads the document

Note: All documents must be submitted

Please Note: We require all documents to be submitted at once.

[Add Document](#)

10 entries per page

Search:

Document Type	File Size	File Extension		
BEE Certificate	212599	application/pdf	View	Delete
CSD Report	212599	application/pdf	View	Delete
HPCSA Registration	212599	application/pdf	View	Delete
Proof of Banking	212599	application/pdf	View	Delete
Proof of Physical Address	212599	application/pdf	View	Delete
SBD 4	212599	application/pdf	View	Delete
SBD 8	212599	application/pdf	View	Delete
SBD 9	212599	application/pdf	View	Delete
Service Level Agreement	212599	application/pdf	View	Delete
Tax Clearance Certificate	212599	application/pdf	View	Delete
Document Type	File Size	File Extension		

Showing 1 to 10 of 10 entries

First Previous 1 Next Last

Trying to submit without all documents will generate the below error message.

DOCUMENT SUBMISSION

- Please upload all required documents!

Please Note: We require all documents to be submitted at once.

Add Document

10 entries per page

Search:

Document Type	File Size	File Extension		
BEE Certificate	212599	application/pdf	View	Delete
Document Type	File Size	File Extension		

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Submit

Confirmed Document Submission

10 entries per page

Search:

Document	Status	Date Submitted	Date Reviewed		
BEE Certificate	Pending Review	25/09/2019		View	
CSD Report	Pending Review	25/09/2019		View	
HPCSA Registration	Pending Review	25/09/2019		View	
Proof of Banking	Pending Review	25/09/2019		View	
Proof of Physical Address	Pending Review	25/09/2019		View	
SBD 4	Pending Review	25/09/2019		View	
SBD 8	Pending Review	25/09/2019		View	
SBD 9	Pending Review	25/09/2019		View	
Service Level Agreement	Pending Review	25/09/2019		View	
Tax Clearance Certificate	Pending Review	25/09/2019		View	
Document	Status	Date Submitted	Date Reviewed		

Showing 1 to 10 of 10 entries

First Previous 1 Next Last