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 pactice(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:

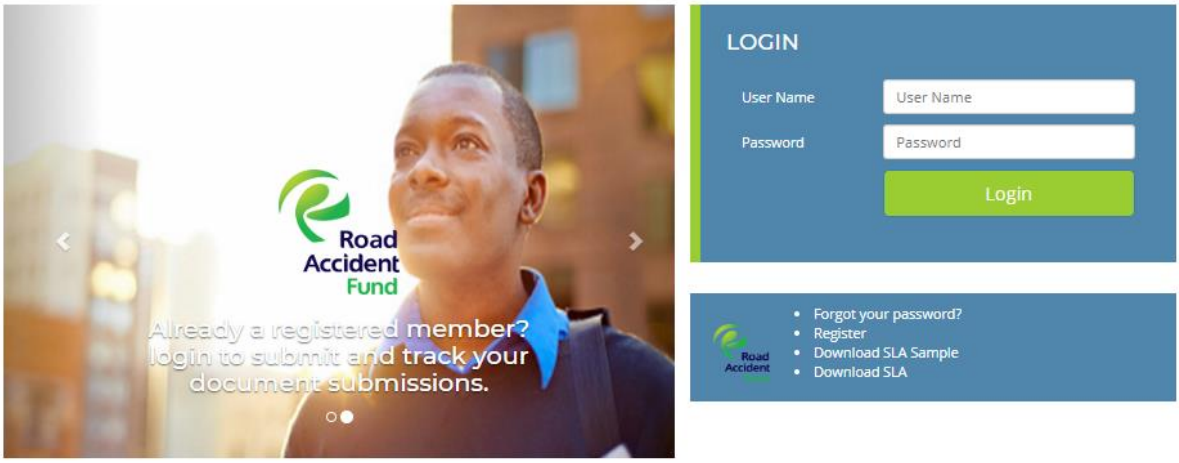
Email Support:

For technical enquires (IT):

Telephonic Support:

Email Support:

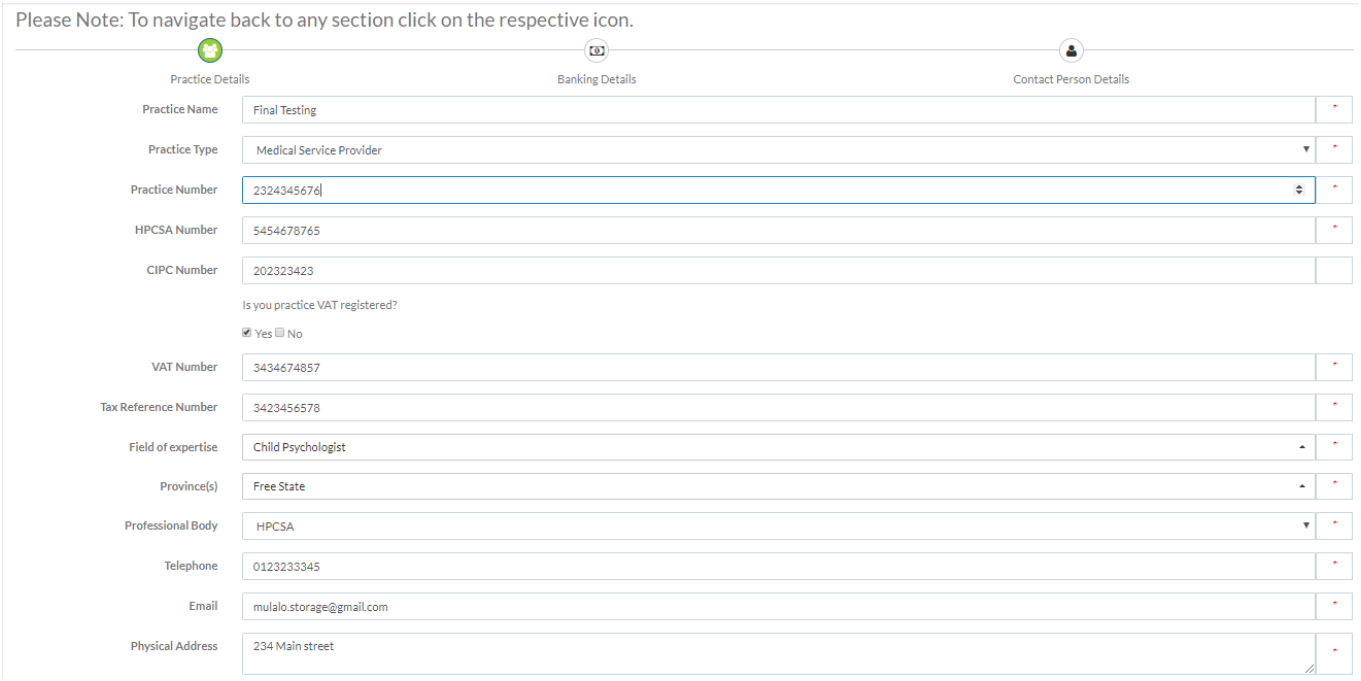
1. Portal Home Page



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

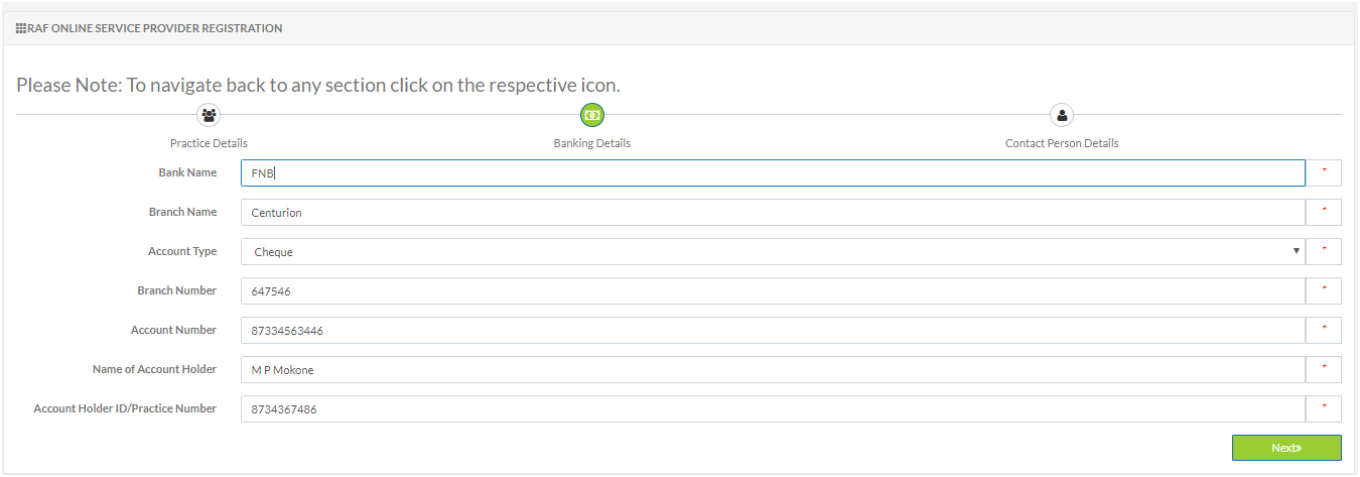
2. Register

<u>Practice Details</u>



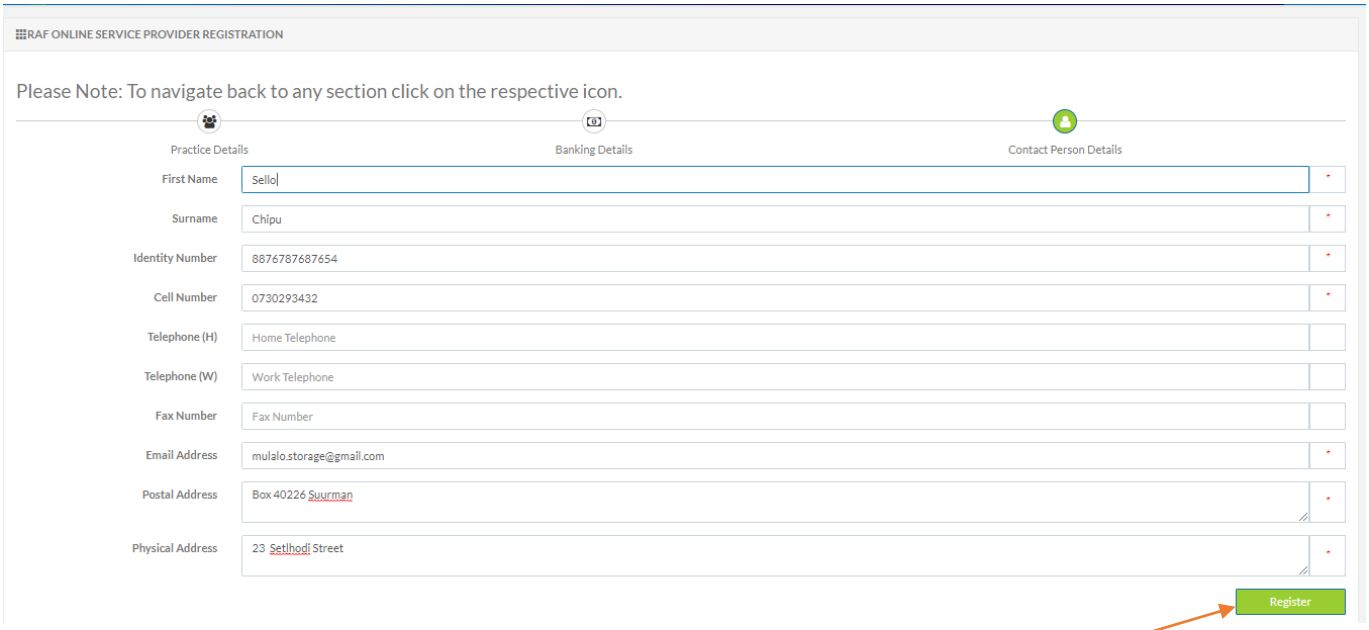
- **Capture Practice Details**(Mandatory fields indicated by *)
- Field of expertise - allows multiple selection from the drop down
- Province - allows multiple selection from the drop down

Banking Details



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

Contact Details

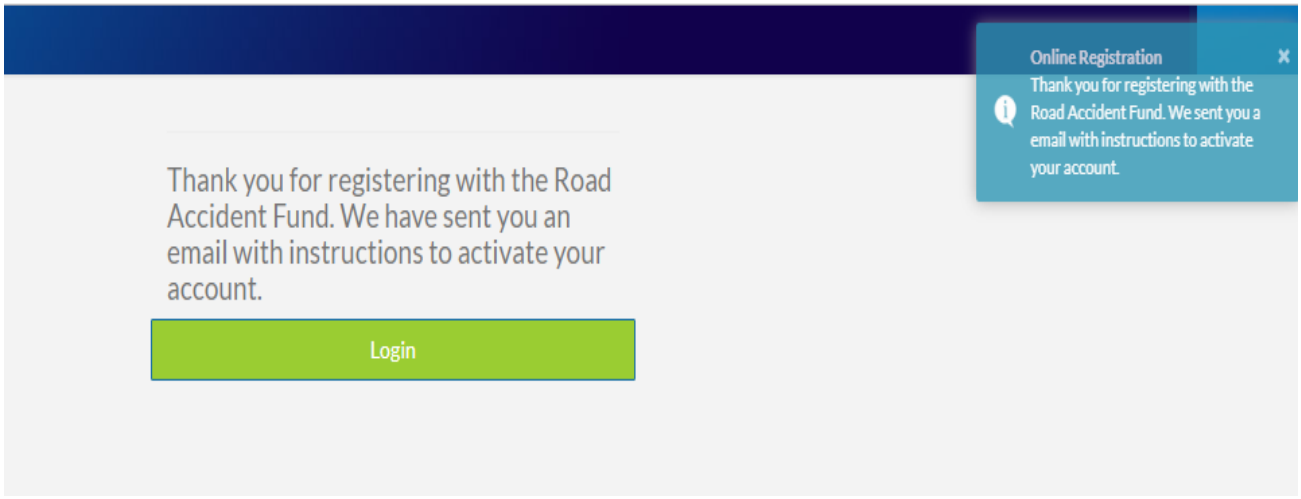


- **Capture Contact Details**(Mandatory fields indicated by *)

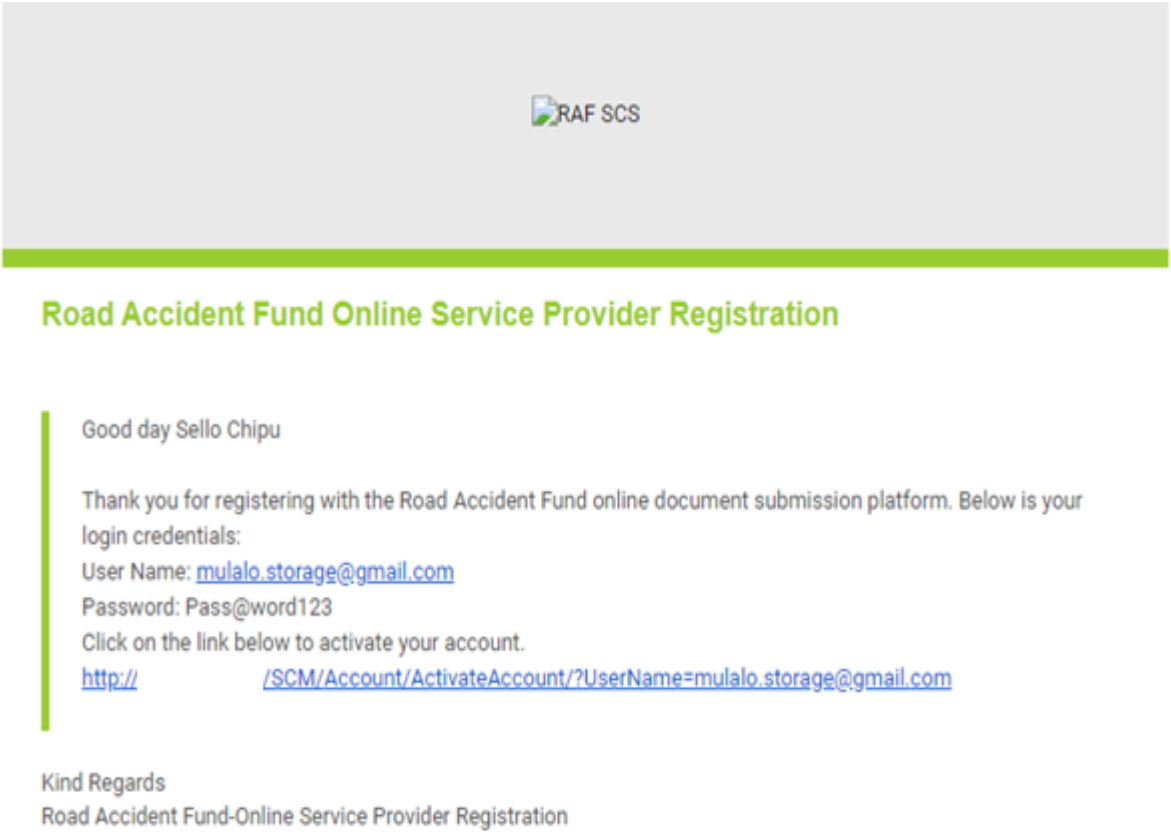
After all required fields are completed, click register.

3. **Registration Confirmation**

On User Screen

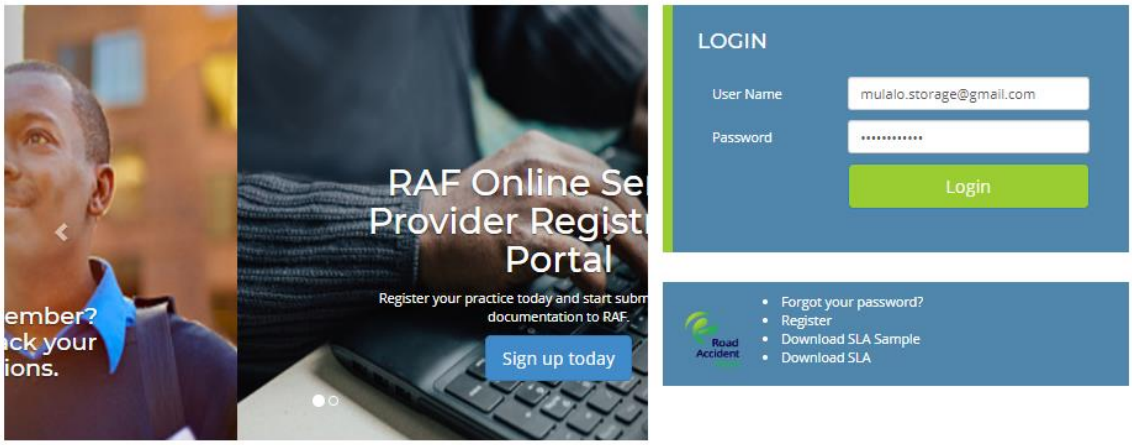


In user inbox (Email) with activation link



4. **Initial Login Screen**

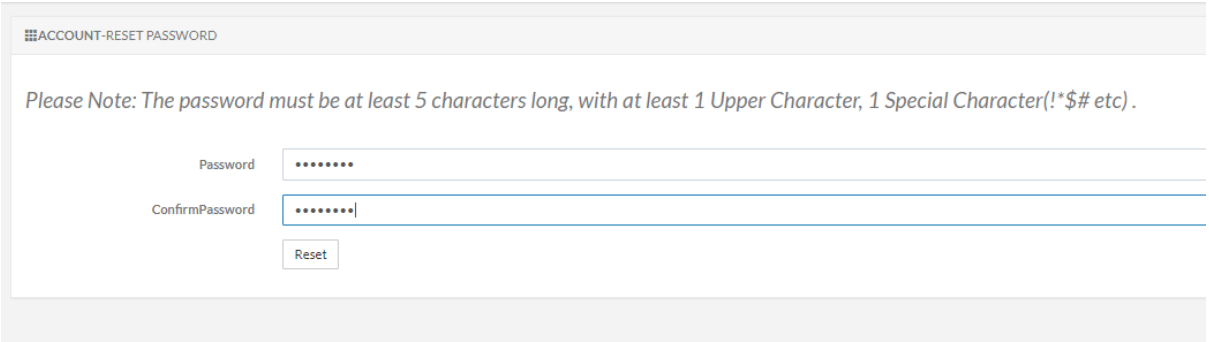
Login Screen (use with initial password)



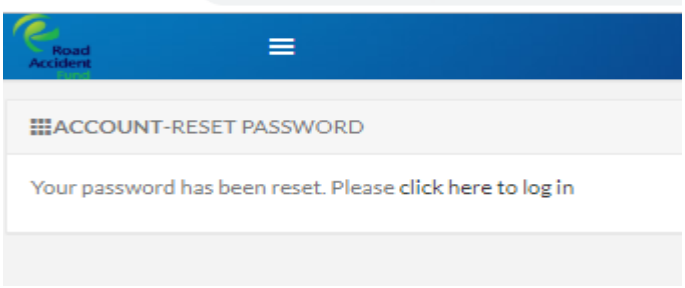
- User must capture the username and initial password as in the e-mail notification sent to the registrant
- User will be directed to a password reset screen

5. **Password reset**

<u>Password Reset</u>



Reset Confirmation

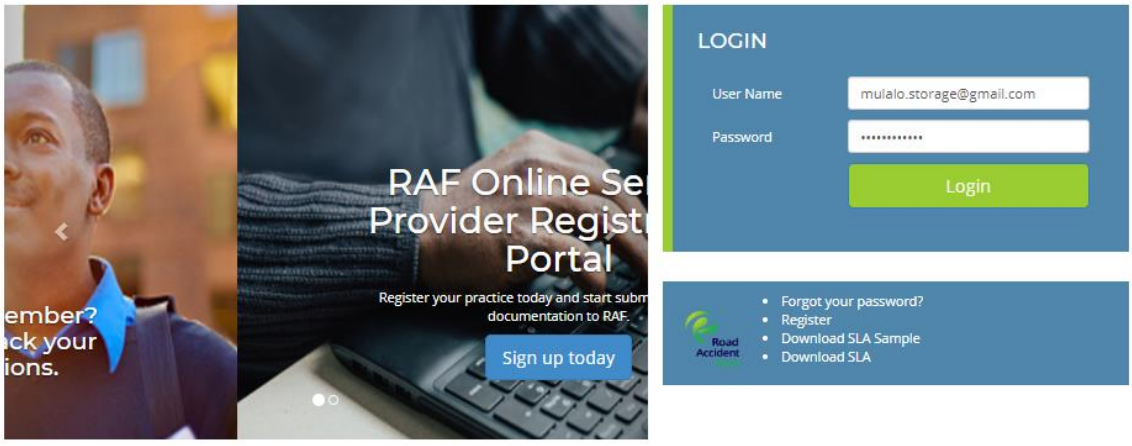


Auto logout after user Clicks “Click here to login”

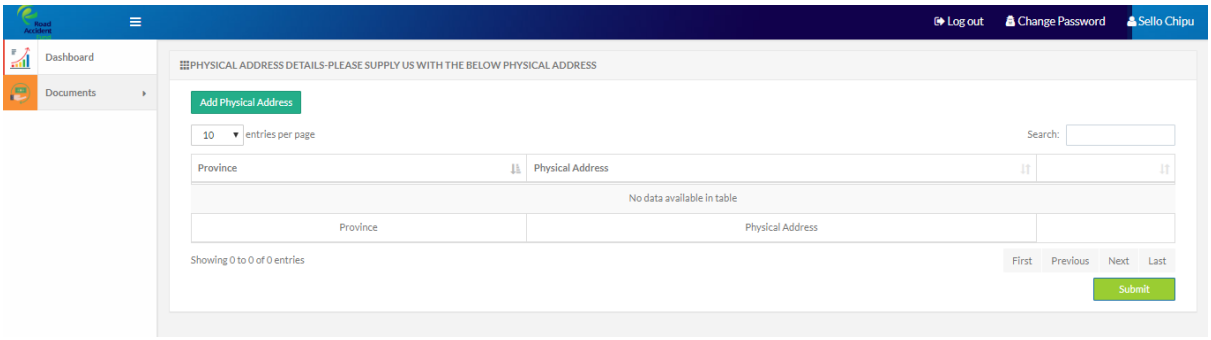
After user successful registration, account activation and password reset.

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

<u>Main Logon Screen</u>

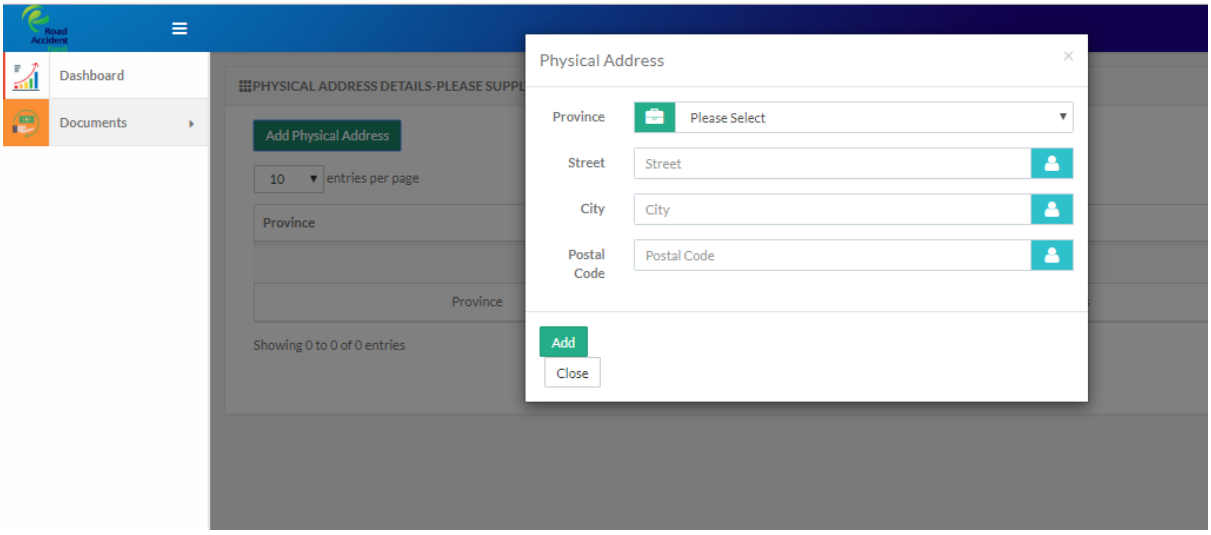


<u>Landing Page - Addresses</u>



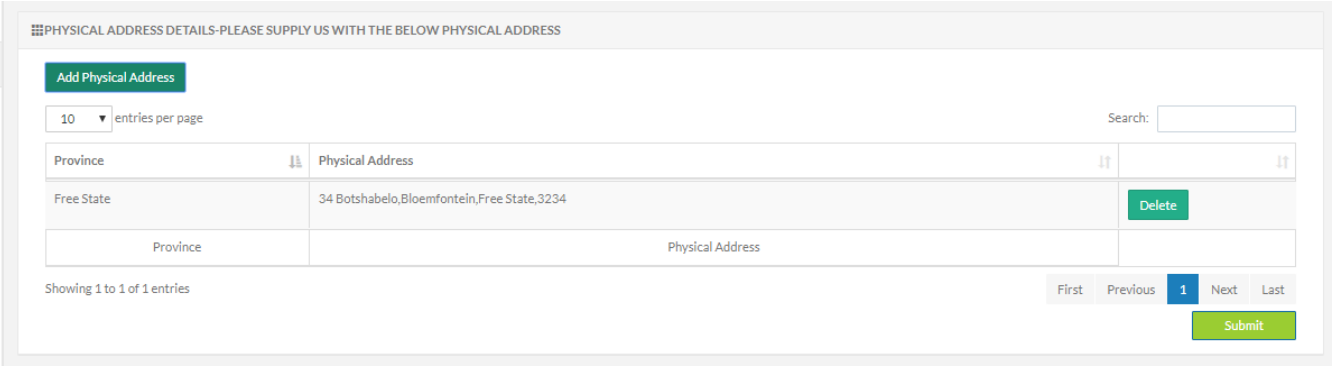
- A pop up dialog to capture the address will Display and the user must click add to confirm

Address Capture pop-up



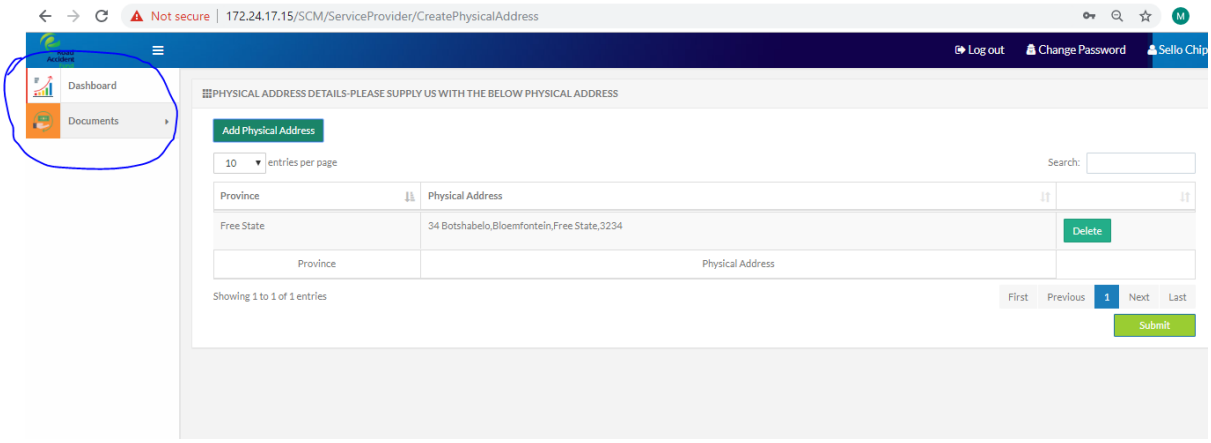
- The user must add all physical addresses for the practice locations for all provinces selected and click submit once all are captured.

Added Addresses (address line Item Sample)

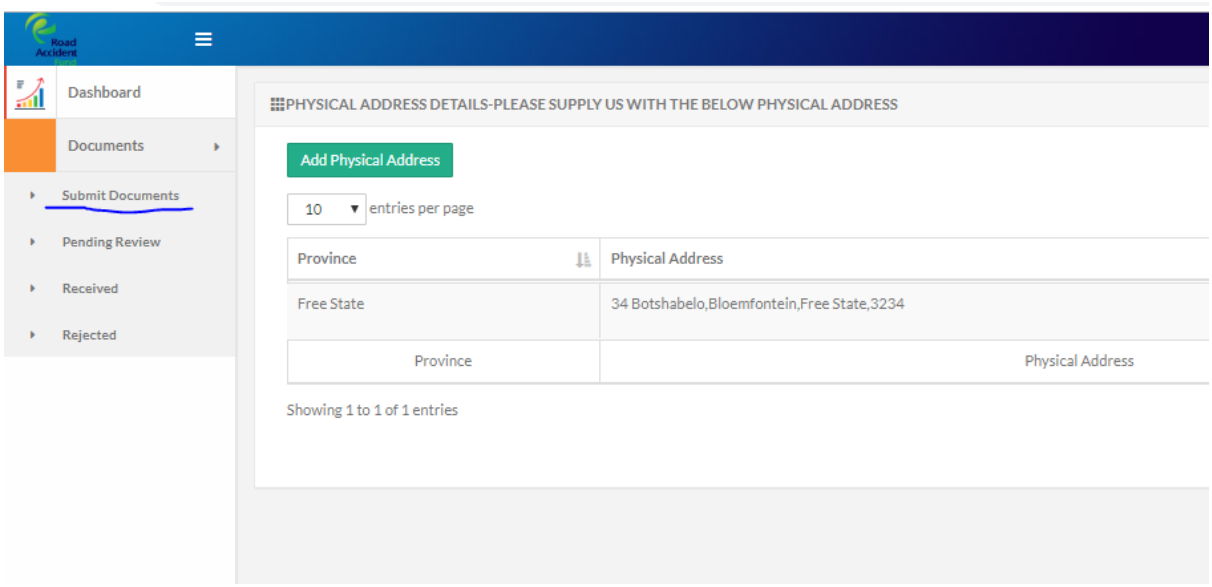


- In case of multiple addresses, there will be multiple line items

7. Submit Documents

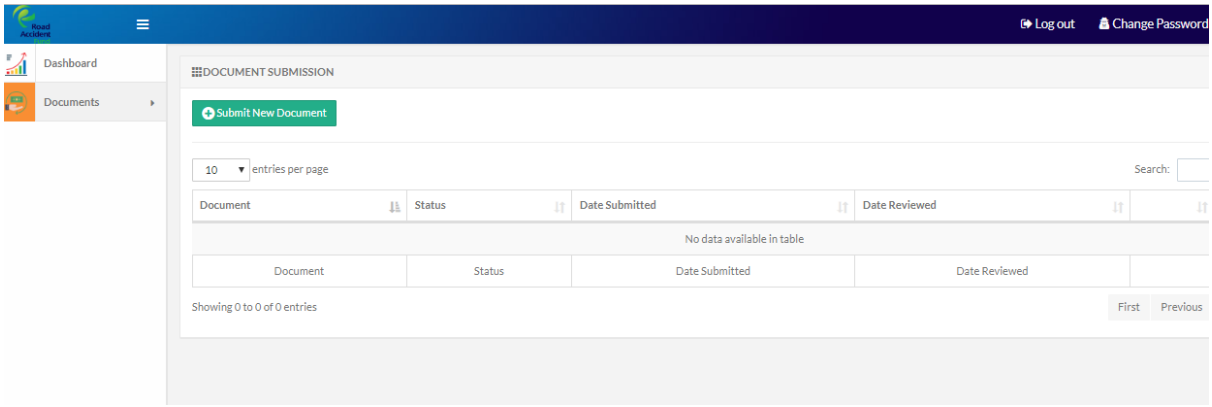


- User must click on Documents

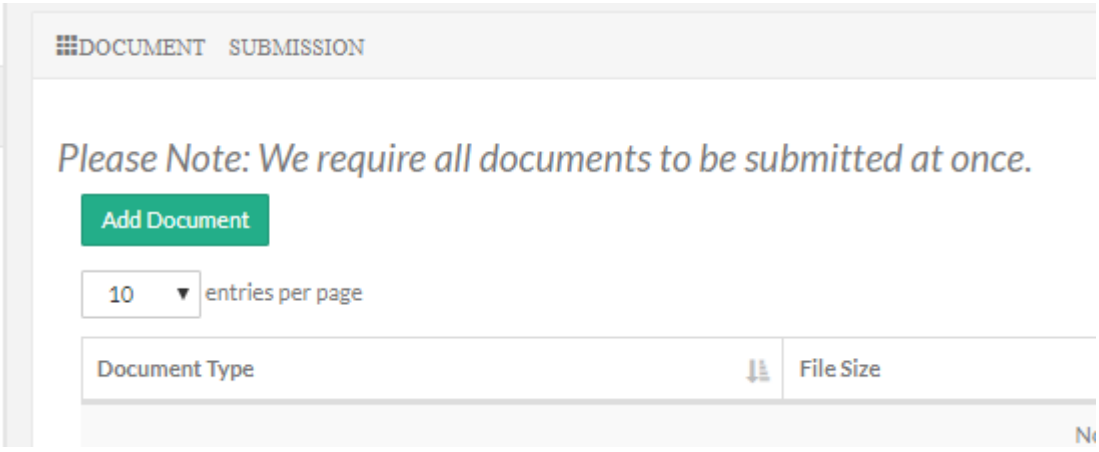


- Submit Documents

Submit New Document

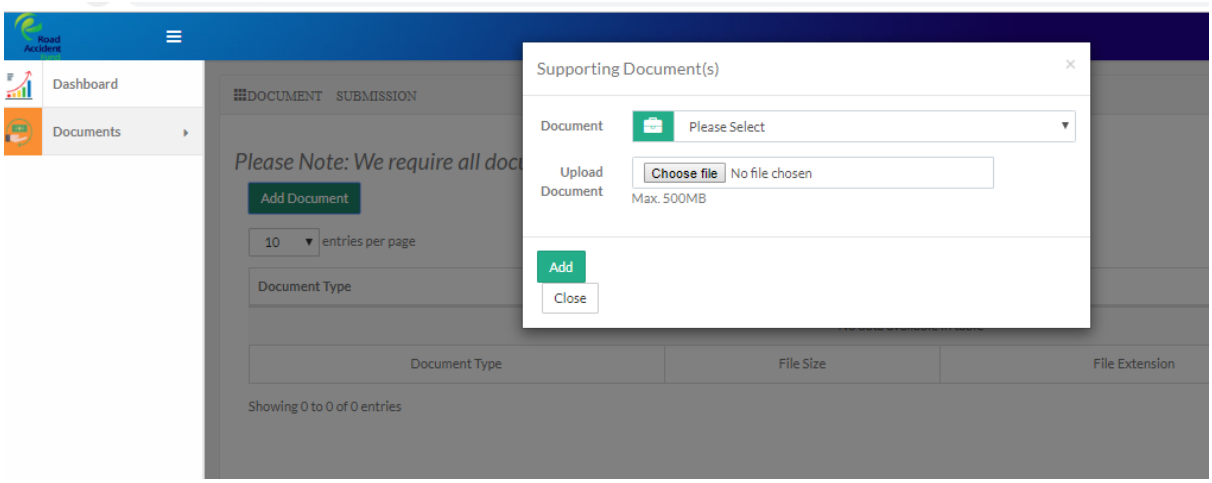


- Submit New Document



- Finally Add Document

Document Attach Pop up

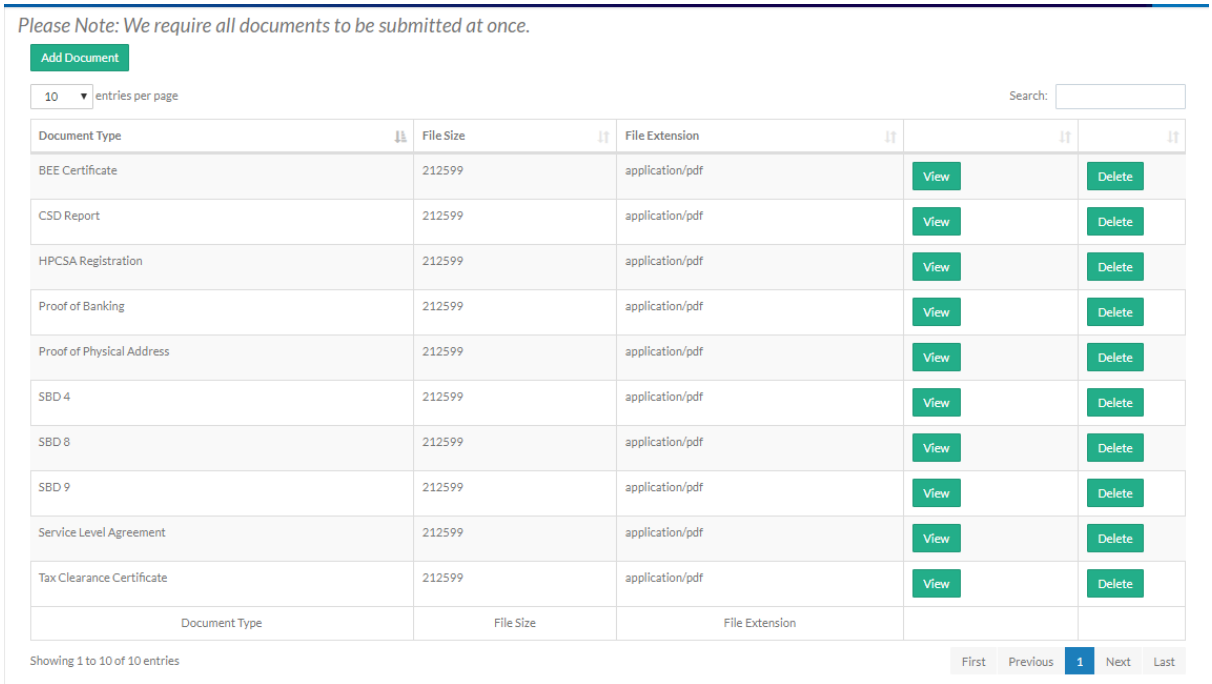


Documents - Allows the user to associate the type of document with the uploaded document

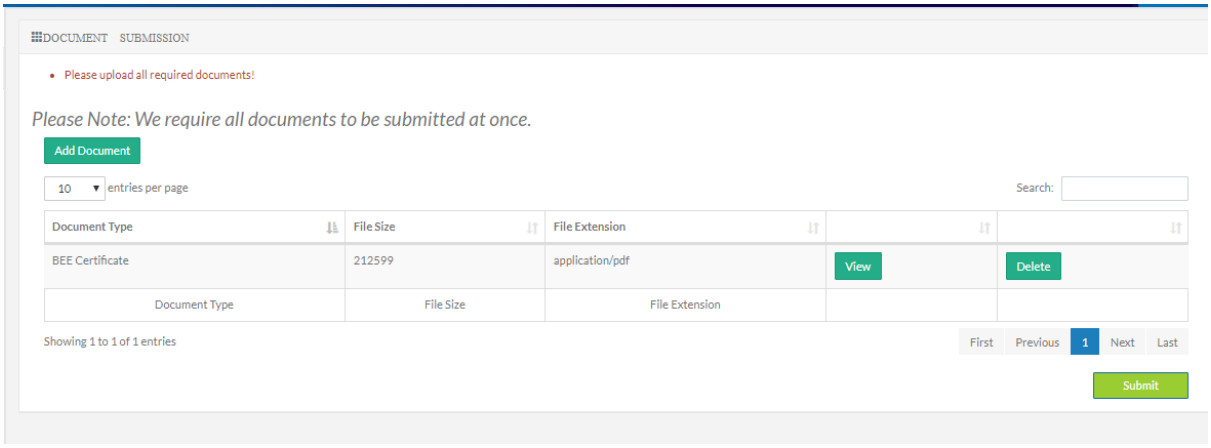
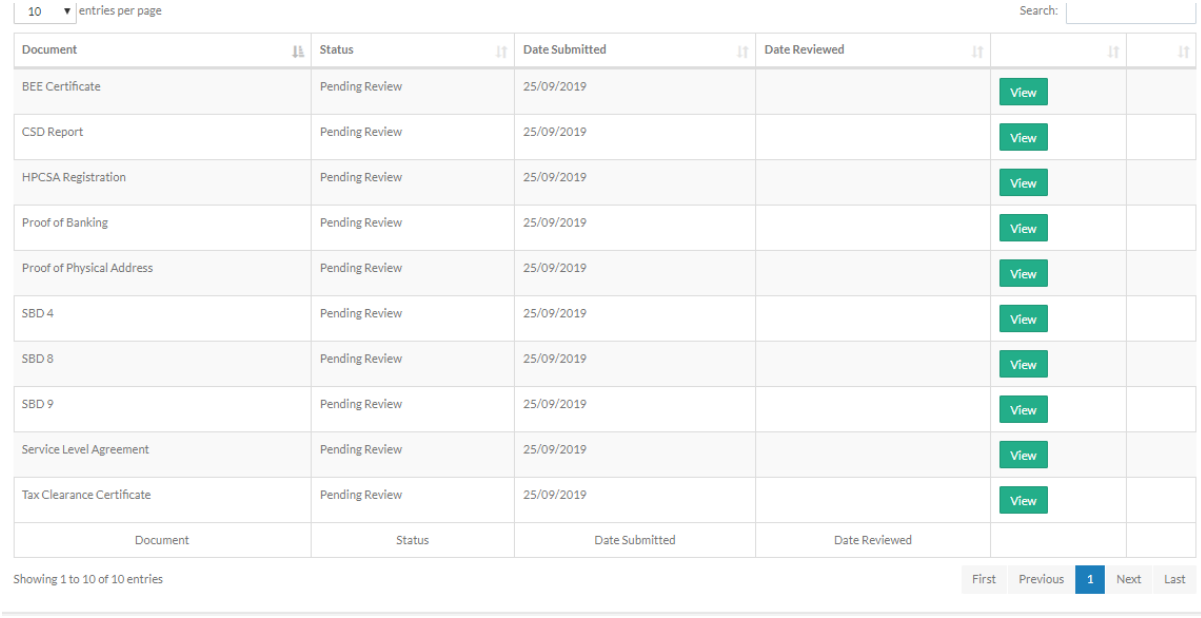
Upload Document – Allows user to upload the concerned document (From machine directory)

Add – Uploads the document

Note: All documents must be submitted



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



Confirmed Document Submission