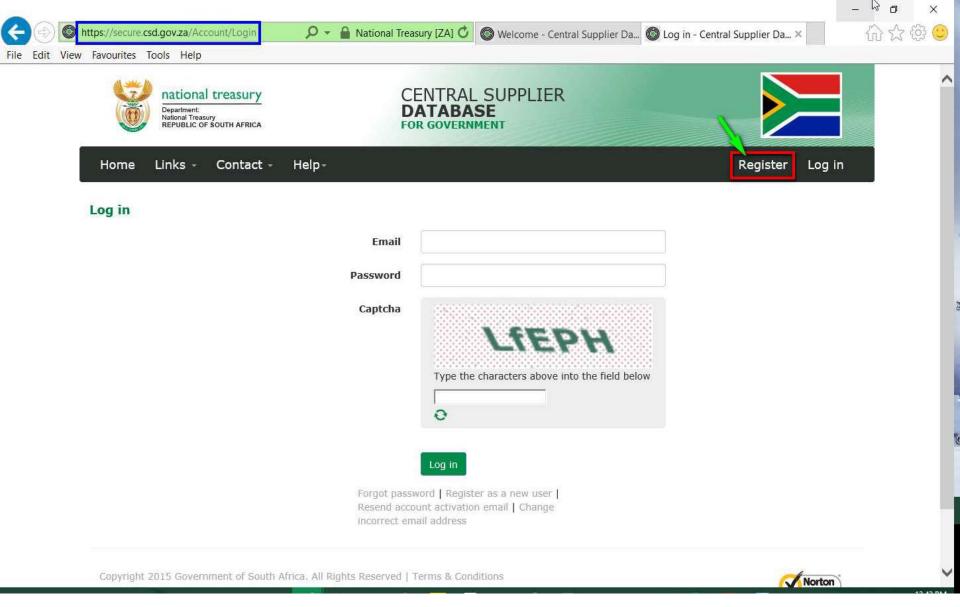
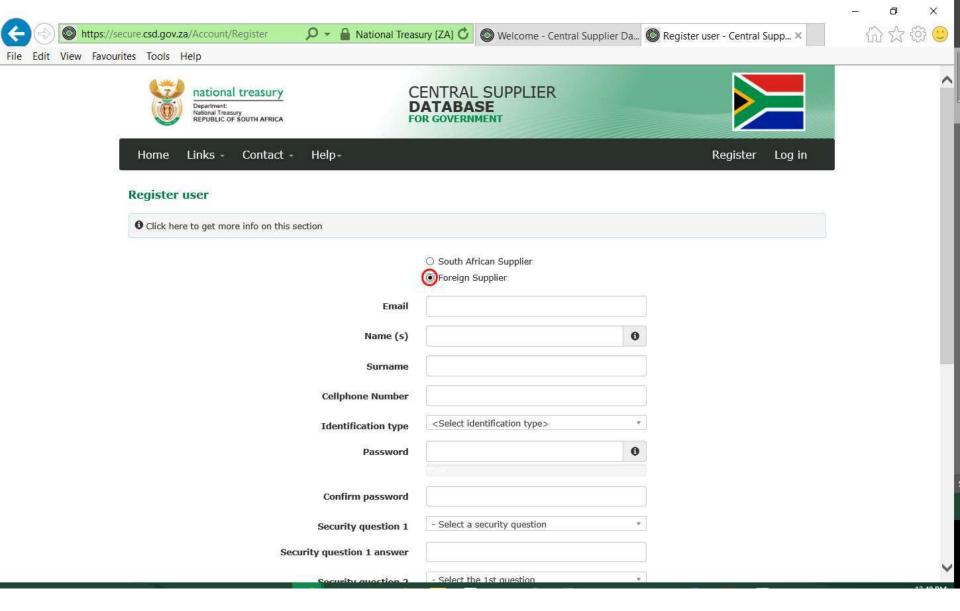


From your browser type <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> in the address bar

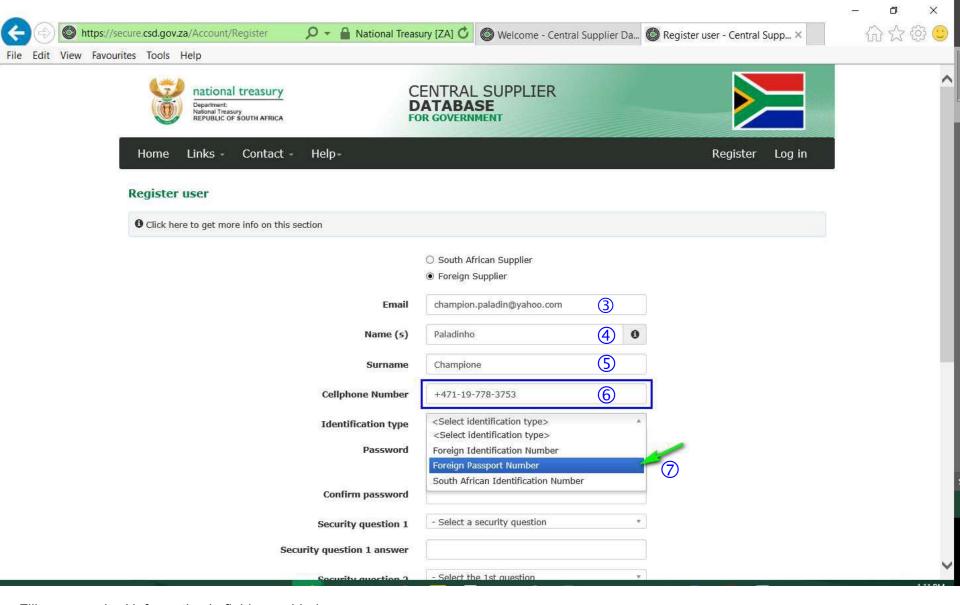


You are on the CSD application landing page

1. Click on **Register** Register



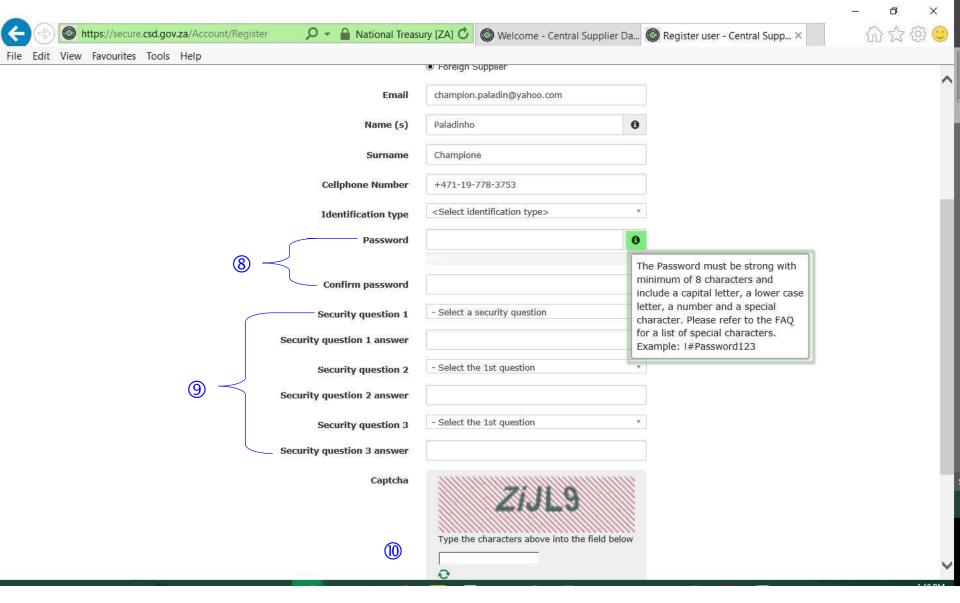
2. Tick Foreign Supplier button



# Fill your required information in fields provided

- 3. provide your email address
- 4. provide your first Name(s)
- 5. provide Surname

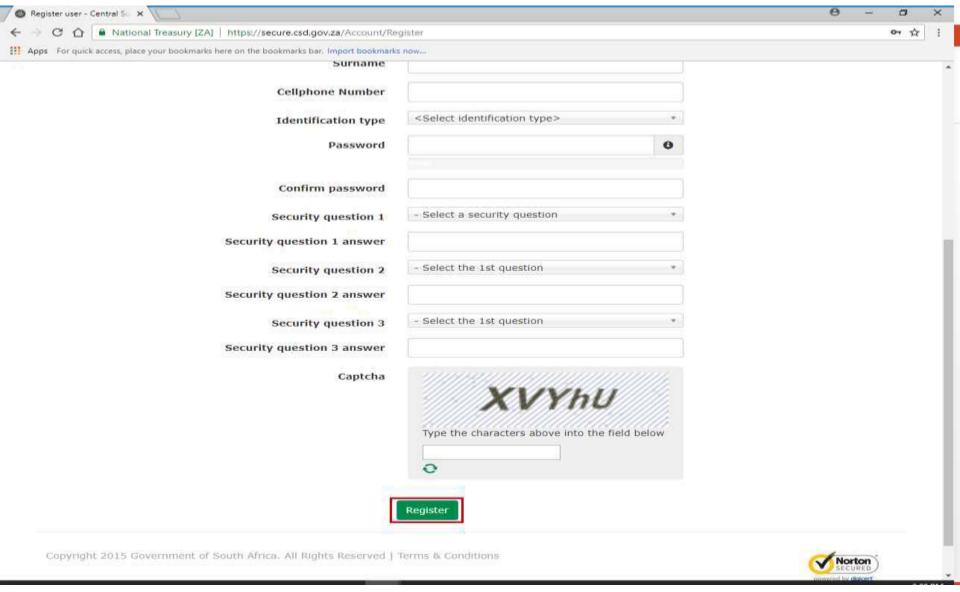
- 6. provide your **cellphone number**
- 7. Identification type select Foreign Passport Number



Fill your required information in fields provided

- 8. Enter Password and Confirm password
- 9. Choose and Answer 3 Security questions
- 10. Type Captcha characters

The Password must be strong with minimum of 8 characters and include a capital letter, a lower case letter, a number and a special character. <u>Example</u>: !#Password123



Important Security Question

Remember your security question answers ,the correct answers will be required to reset passwords in future.

11. click on Register



# NOTIFICATION



Dear Name Surname

# Thank you for registering.

Please click the activation link below to activate your account. The link in the email will direct you to the account activation screen, Click on Send OTP (One Time Pin) in order to receive the OTP on 0728977173

Activate Account

https://uat.csd.gov.za/Account/ActivateAccount?U=b5fe1b2c-5270-4aa2-91b2-8db39259b759&T=05ee7ceb-52ba-47df-9fe5-5f34974d7df7



#### FOR MORE INFORMATION:

Central Supplier Database Contact Centre

eMail: CSD@treasury.gov.za

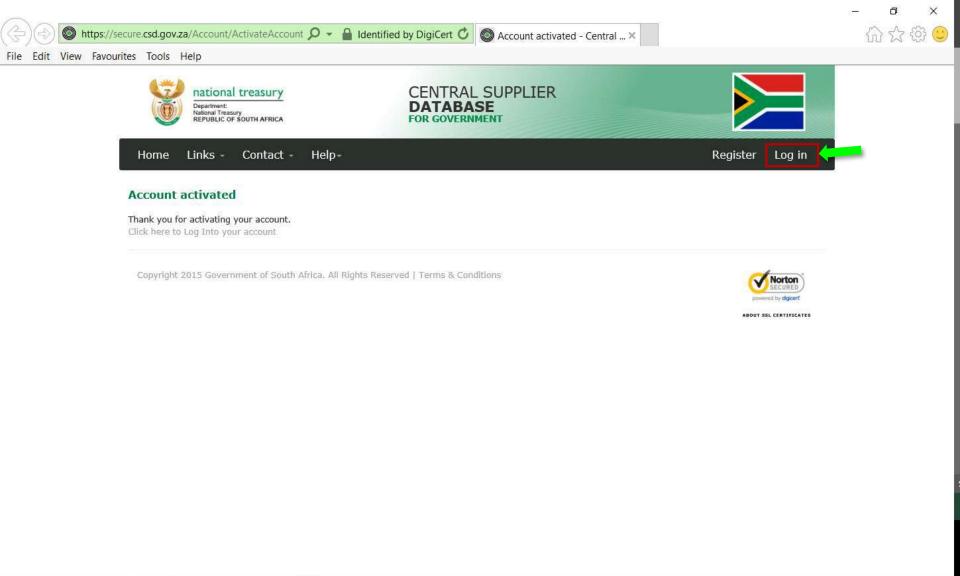
DISCLAIMER: This email and its contents are subject to our email legal notice which can be viewed at http://www.treasury.gov.za/Email Disclaimer.html

You will receive an email Activation email

Activate Account 12. Click on **Activate Account** 

OR copy the link

https://uat.csd.gov.za/Account/ActivateAccount?U=b5fe1b2c-5270-4aa2-91b2-8db39259b759&T=05ee7ceb-52ba-47df-9fe5-5f34974d7df7



Congratulations, Account activated

13. Click on Log in





Edit View Favourites Tools Help



# CENTRAL SUPPLIER



Home

Links -

Reports -

Contact -

Help-

Account -

#### Please accept the terms and conditions

TERMS AND CONDITIONS - CENTRAL SUPPLIER DATABASE (CSD)

THESE TERMS AND CONDITIONS ARE BINDING ON AND ENFORCEABLE AGAINST A PERSON WHO ACCESSES THE CENTRAL SUPPLIER DATABASE

#### **DEFINITIONS AND INTERPRETATION**

In these terms and conditions, unless the context otherwise indicates, the singular includes the plural and vice versa, and -

"authorised institutional user" means a person who has been duly authorised by the primary institutional user to access the supplier information on the Central Supplier Database;

"authorised user" means a person who has been duly authorised by the primary user to access supplier information on the Central Supplier Database;

"automated verification" means electronic verification of the key information of the supplier through interfaces between the Central Supplier Database system and the systems of interfacing institutions;

"interfacing institution" means any institution that provides services or functionality to perform electronic verification of information;

"key information" means, in relation to a supplier -

- business registration, including details of directorship and membership;
- (ii) tax compliance information;
- (iii) tender defaulter and restricted supplier information;
- (iv) Broad-based Black Economic Empowerment (BBBEE) information; or
- (v) bank account information.

"Central Supplier Database" means the national standardised and centralised electronic supplier database administered by the National Treasury which provides supplier information to an organ of state. The supplier database is accessible via the CSD web site or CSD mobile application (app);

"National Treasury" means the National Treasury established by section 5 of the Public Finance Management Act. 1999 (Act No. 1 of 1999) in its capacity as an administrator of the Central Supplier Database.

Congratulations, Account activated

Tel No: +27

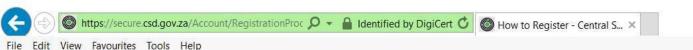
Email address: csd@teasury.gov.za

14. Read through Terms and Conditions scroll down to the bottom click on I Accept

Published date

2016-03-23 13:02:47











Supplier Self-Registration Process

15. View Supplier Self-Registration Process flow

click on I Acknowledge













Home

Search -

Supplier Details

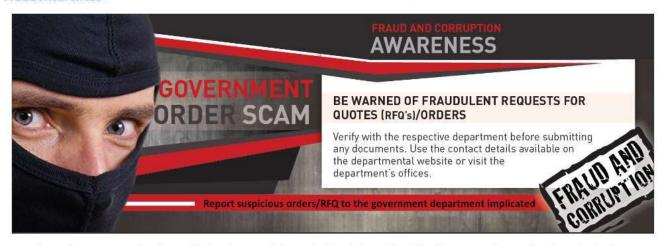
Links - Reports -

Contact -

Help-

Account -

#### Fraud Awareness



Over the past four years a number of companies have lost tens of thousands of Rands due to alleged fraudulent request for quotations (RFQS) and orders, supposedly from government departments.

The fraudsters would send a fictitious RFQ from what would seem to be a governmental email address, use a fake RFQ form with a logo and contact details of the contact person. These requests are usually "urgent" and the whole process is concluded within a short period of time. During the process the "SCM officials" will be in contact with the unsuspecting service provider until the goods are delivered either outside the building or at an agreed address.

Companies are therefore advised to verify all the RFQs and orders by calling the respective departments using the Departmental contact details listed on their respective websites to verify authenticity prior to responding to any RFQs or orders to avoid falling prey to these fraudsters.

Cancel

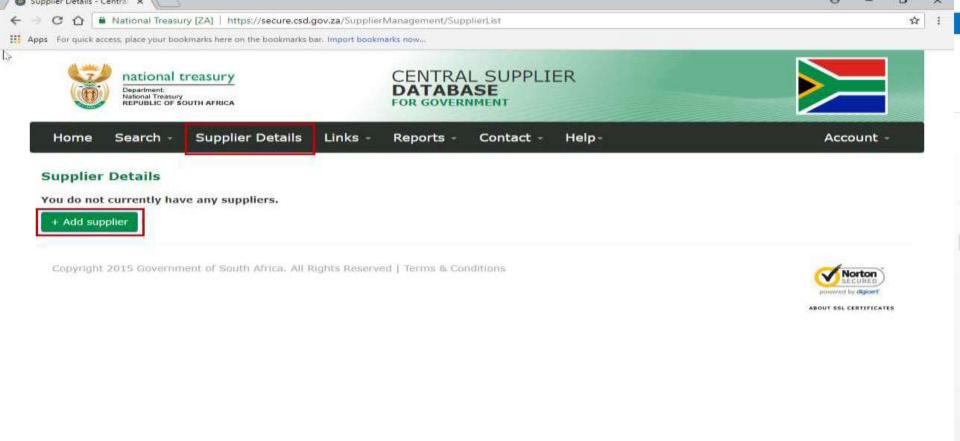
I Acknowledge

## Fraud Awareness

16. Read through Fraud and Corruption Awareness

click on I Acknowledge

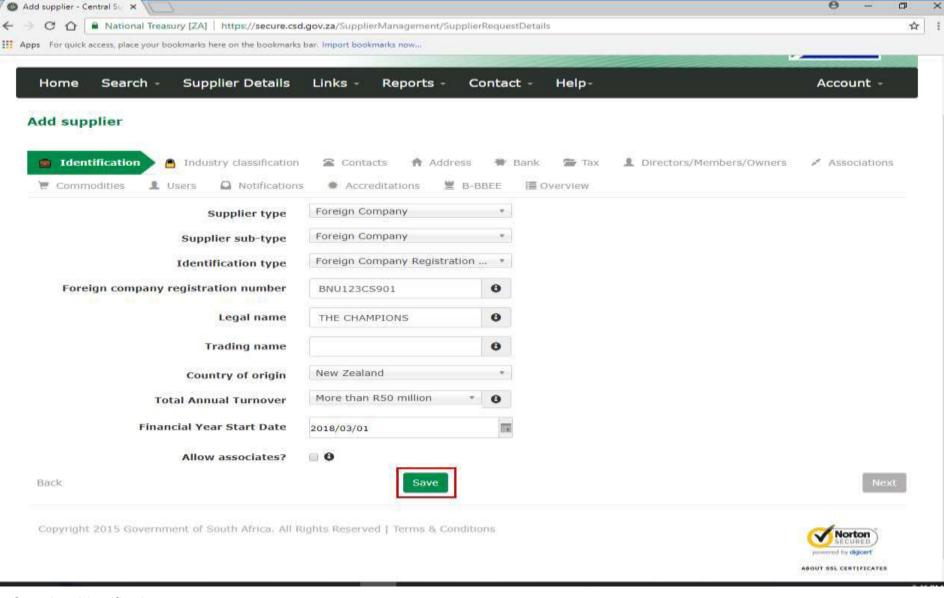




**Supplier Details** 

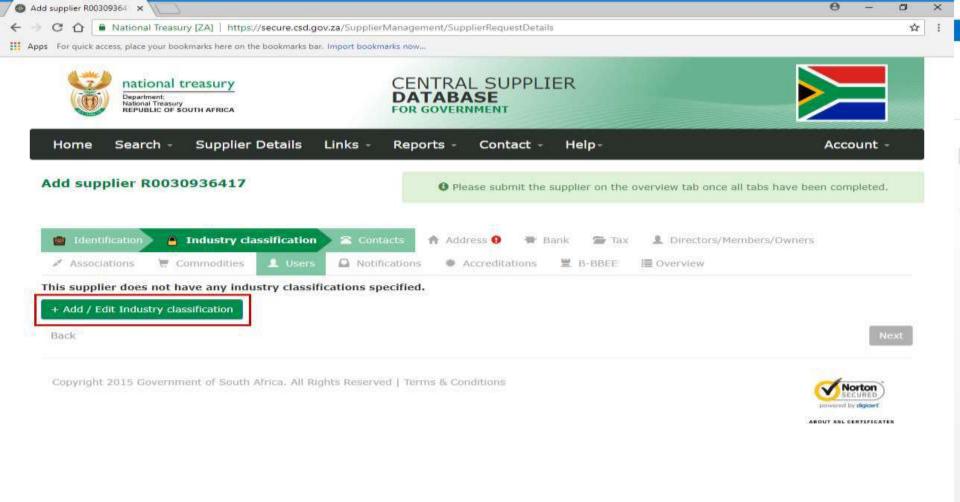
17. Click on Supplier Details

Supplier Details

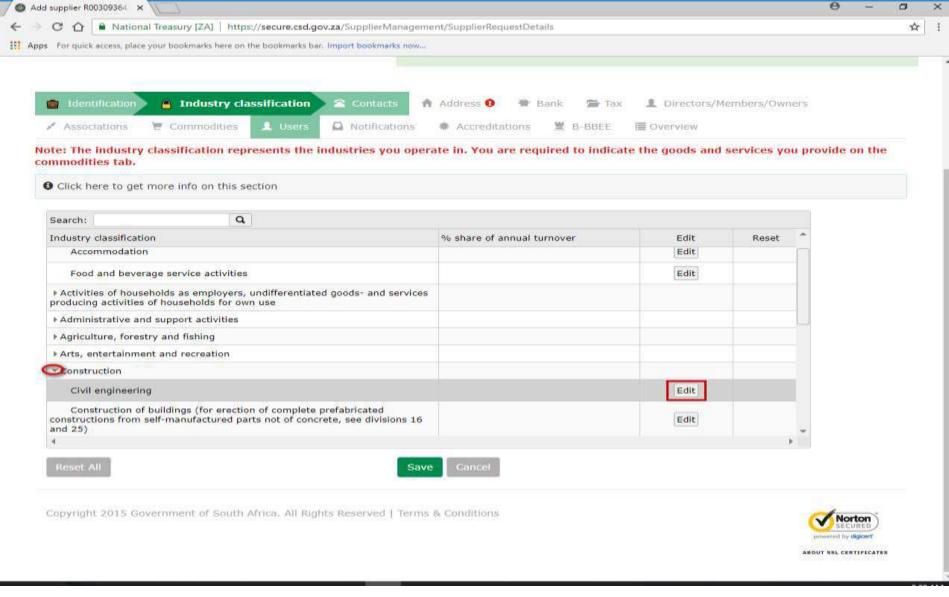


# Complete Identification

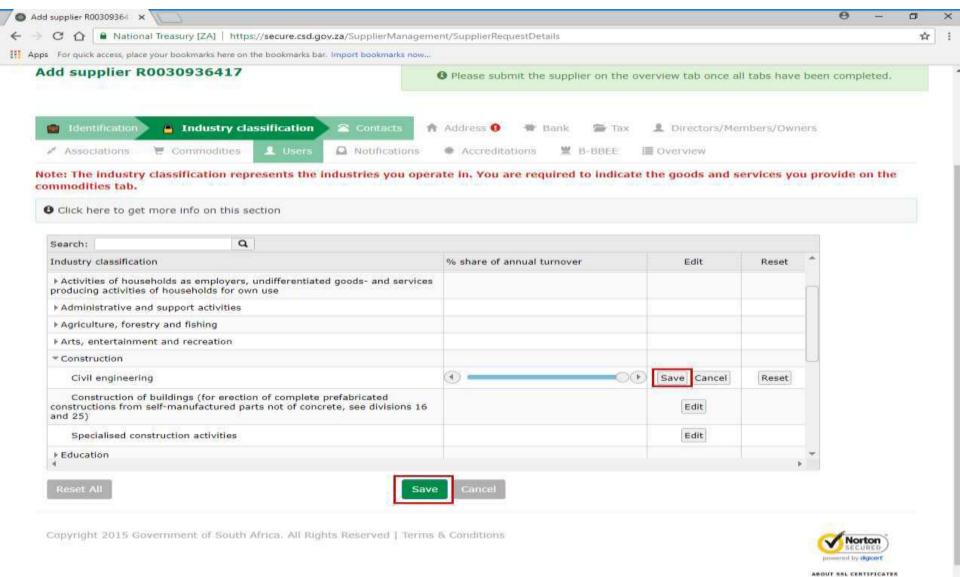
18. Supplier Type: Foreign Company
Supplier sub type: Foreign Company
Identification type: Foreign Company Registration
after completing the rest of the field, click on Save



19. Click on Add / Edit Industry classification + Add / Edit Industry classification



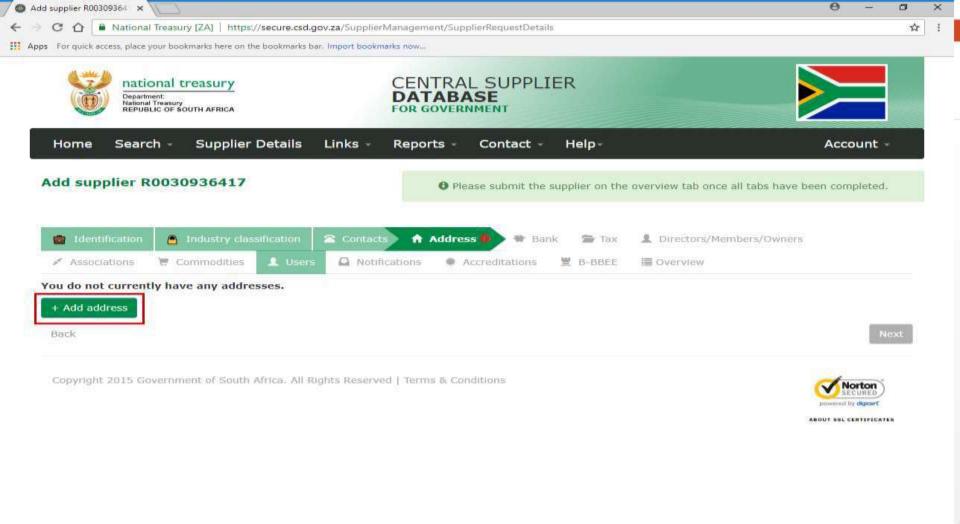
21 Select the Industry Classification click on Edit



22 Drag the ball from the right to left arrow until 100%

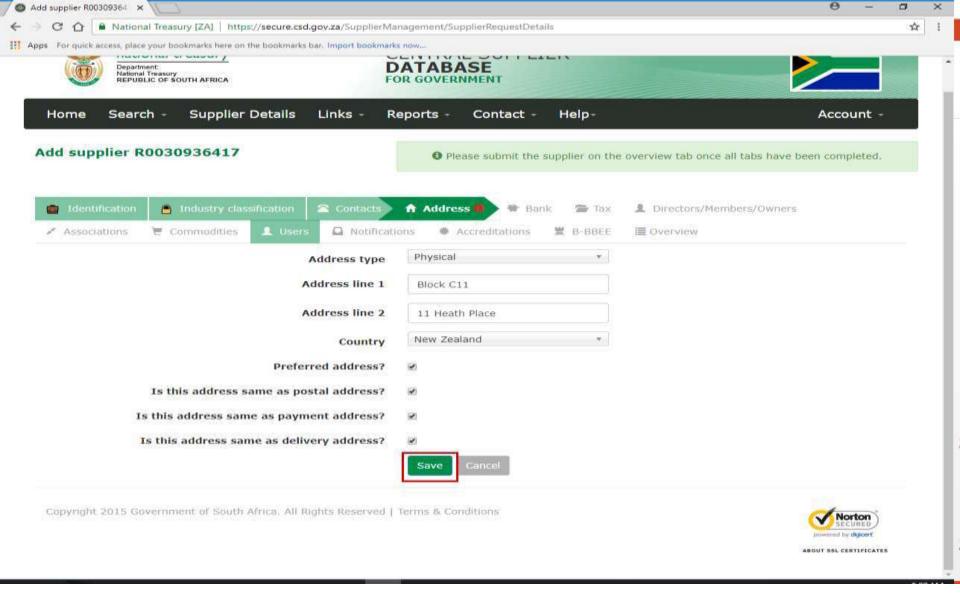
after completing the rest of the field, click on Save





23 Click on Add address

+ Add address

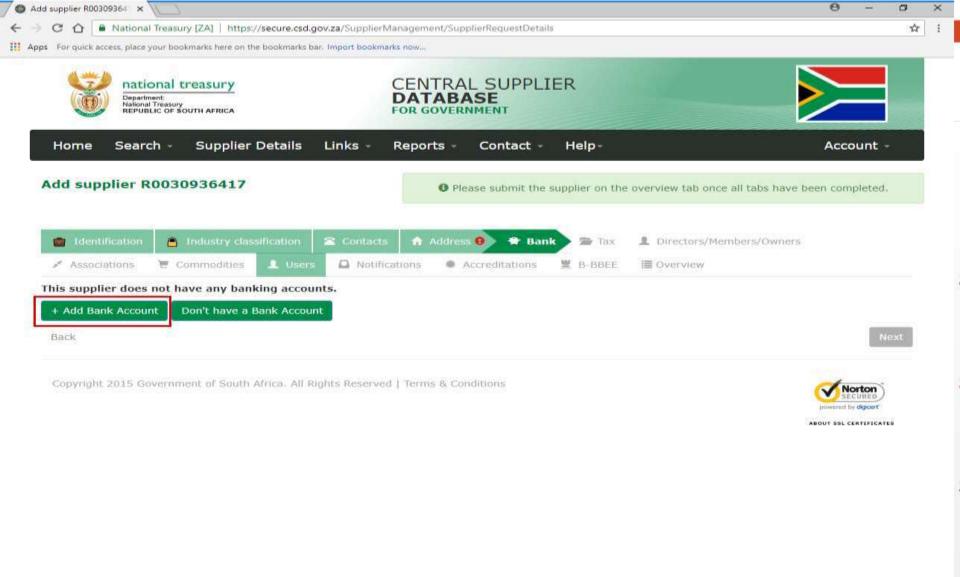


#### Address

#### 24. Enter all the address details

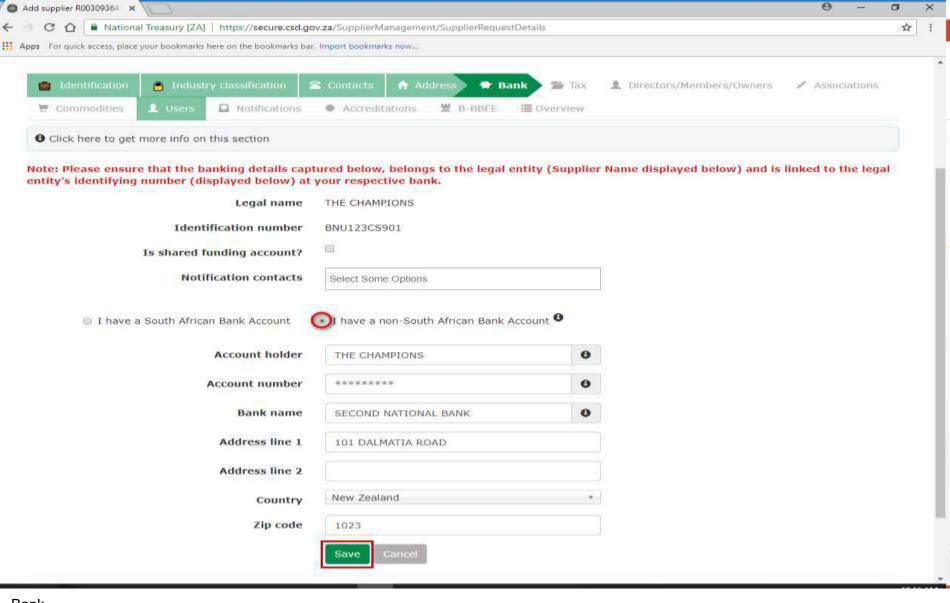
after completing the rest of the field, click on Save





Bank

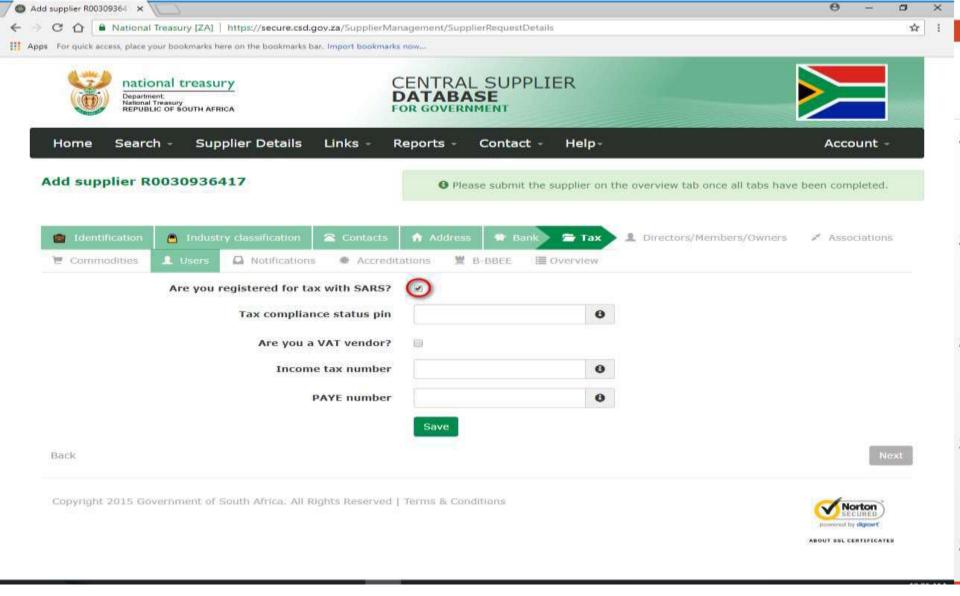
25. Click Add Bank Account



Bank

click on Save

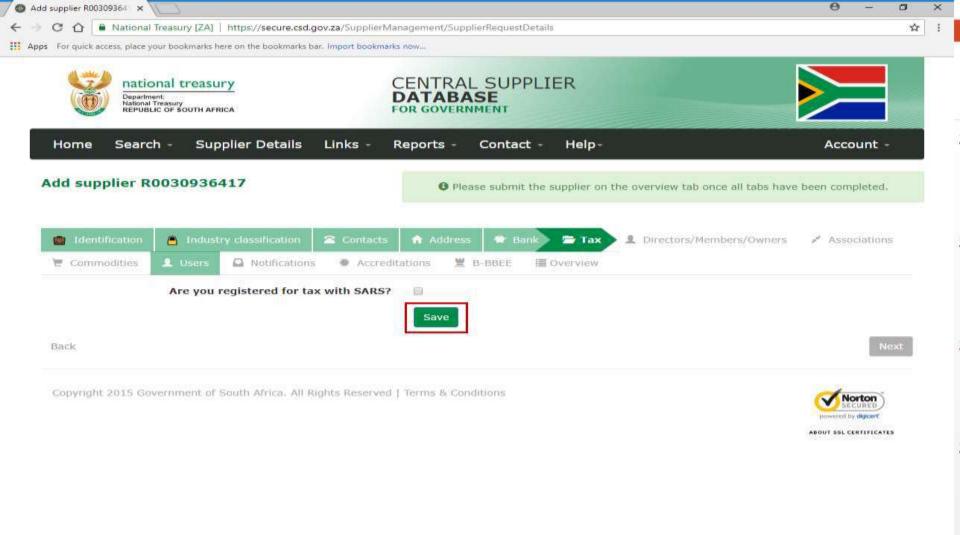
26 ensure you tick the right selection I have a South African Bank Account I have a non-South African Bank Account



Tax

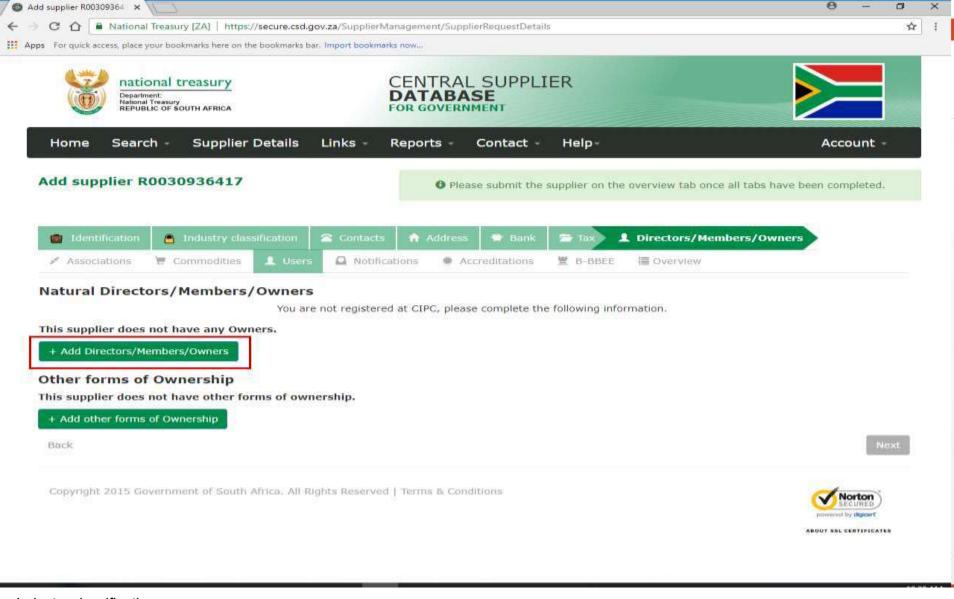
27. By default Are you registered for tax with SARS is tick Untick Are you registered for tax with SARS

click on Save Save



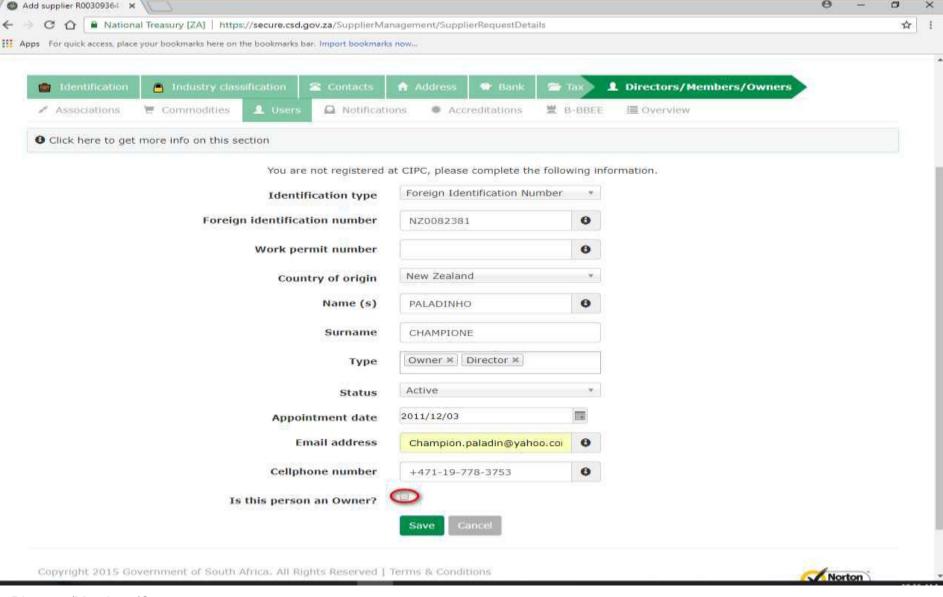
Tax

28. Are you registered for tax with SARS (leave the tick box unticked)



29. Add directors/members/owners

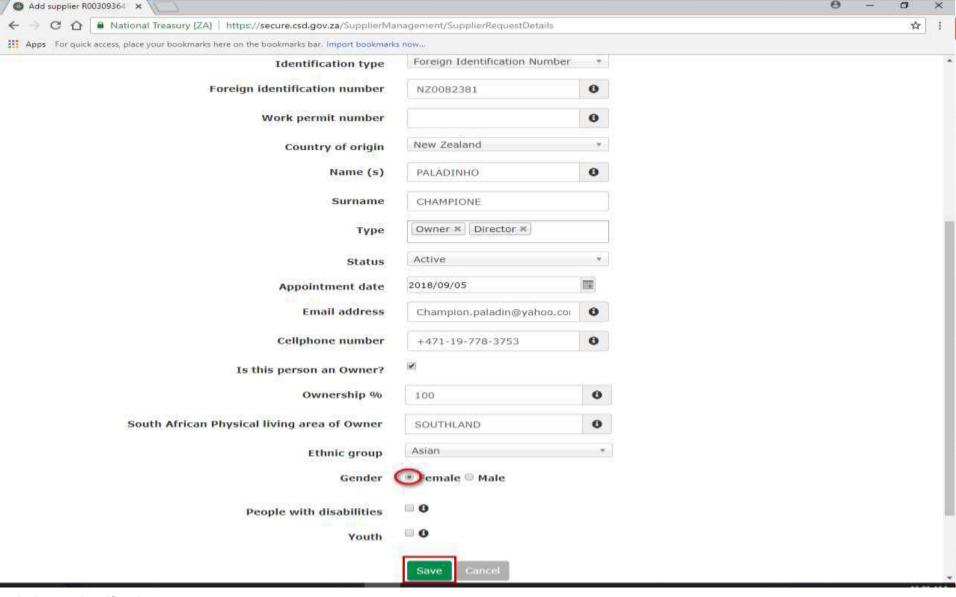
+ Add Directors/Members/Owners



## Directors/Members/Owners

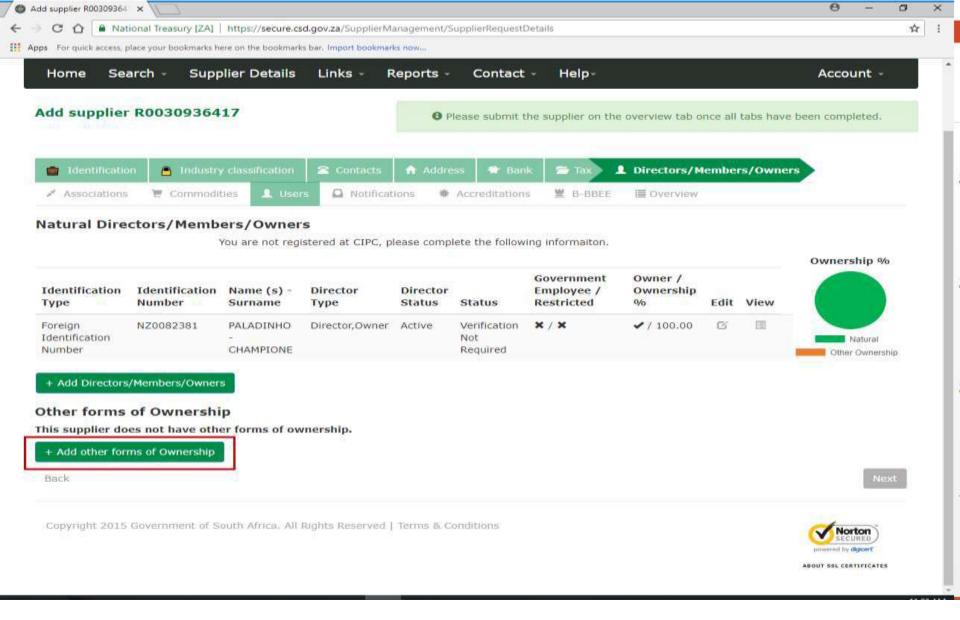
30. Complete all required fields of the director

click on Save Save



31. Complete all required fields if the Director is an owner

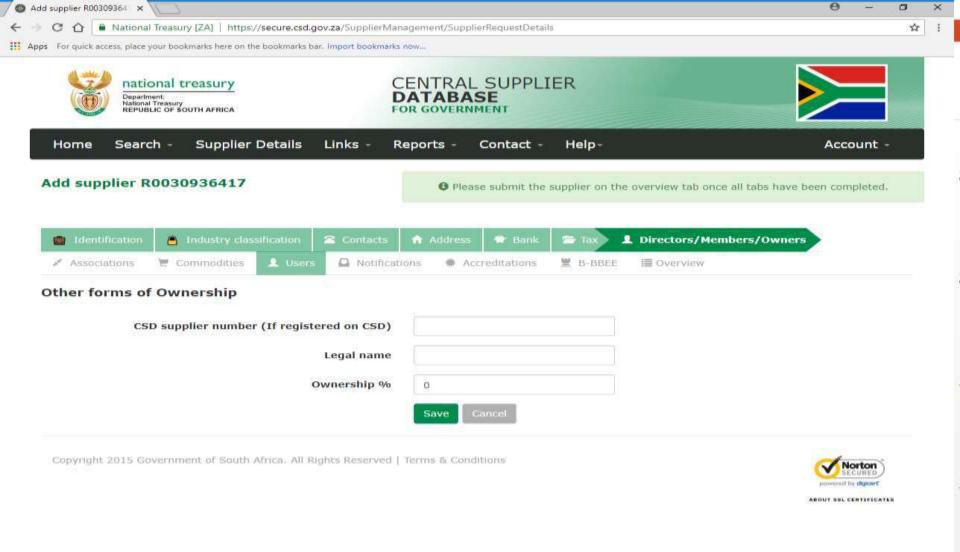
click on Save Save



# Other forms of Ownership

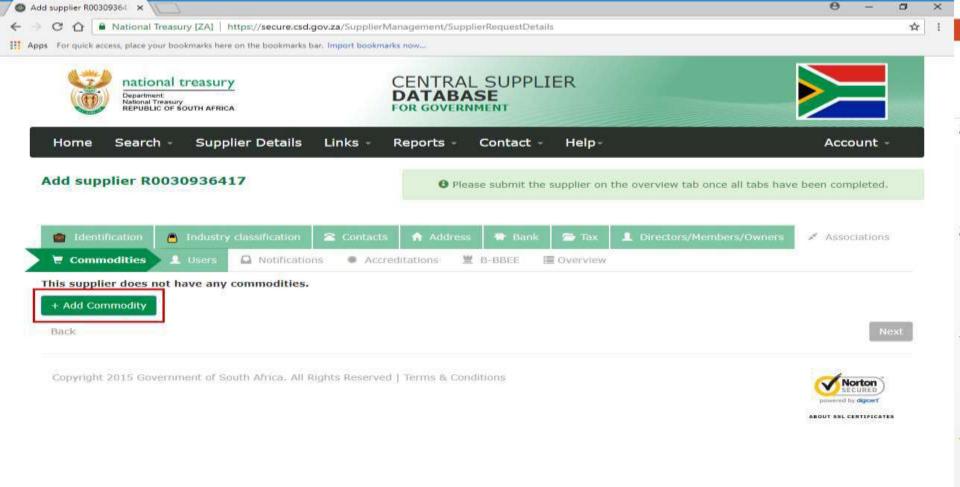
32. click Add other forms of Ownership "If the director does not have Ownership"

+ Add other forms of Ownership



Other forms of Ownership

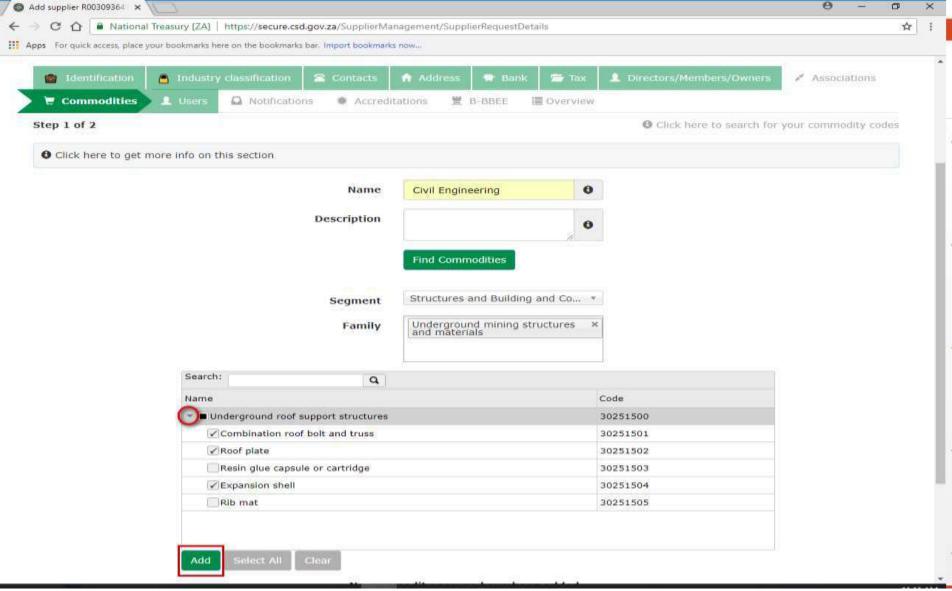
33. csd supplier number (if registered on CSD)
Legal name
Ownership %
click on Save



# Commodities

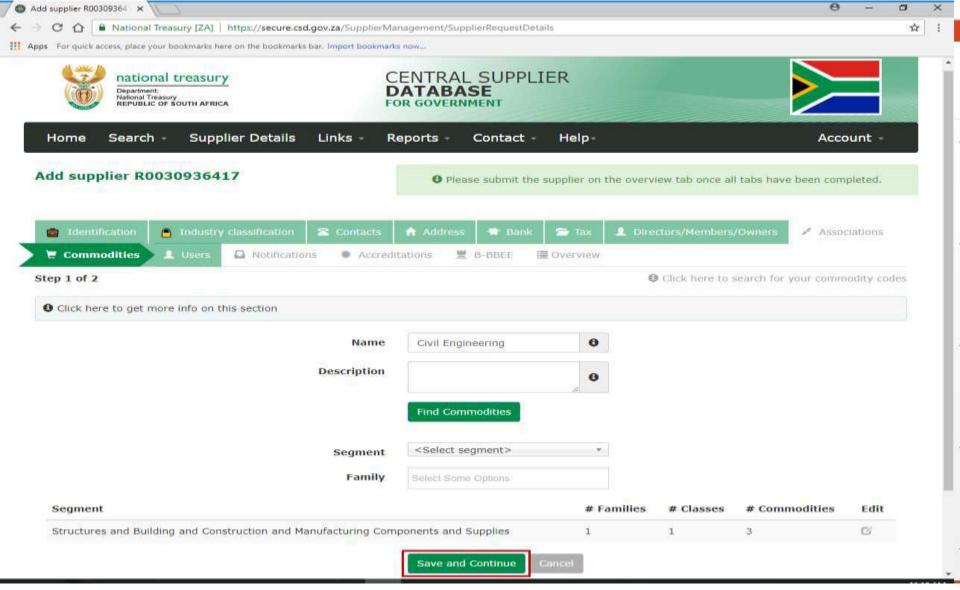
34. click Add Commodity

+ Add Commodity



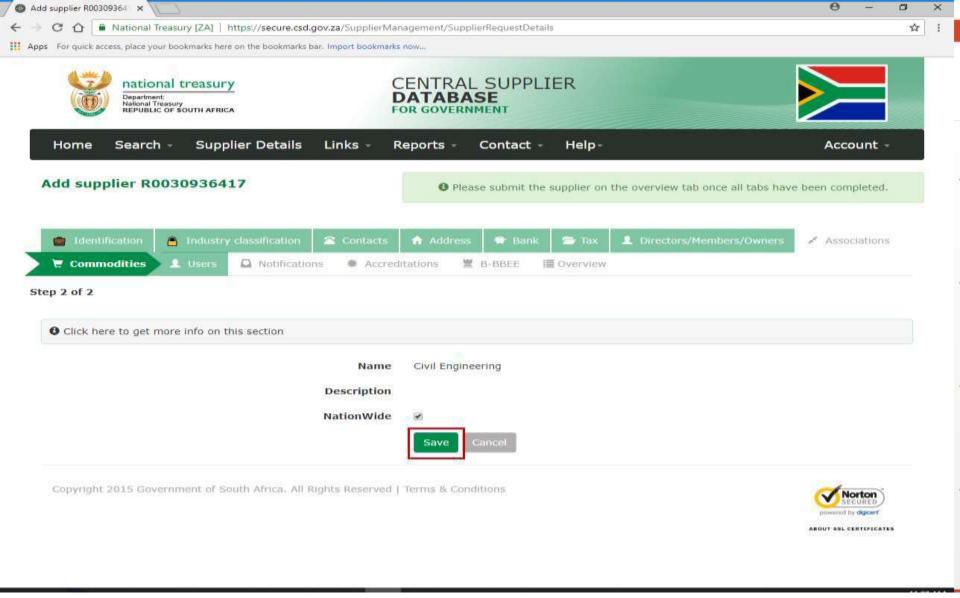
#### Commodities

35. complete **Name**, **Description** click Find Commodities complete Segment, Family click on **Add** 



Commodities step 1 of 2

36. Click on Save and Complete

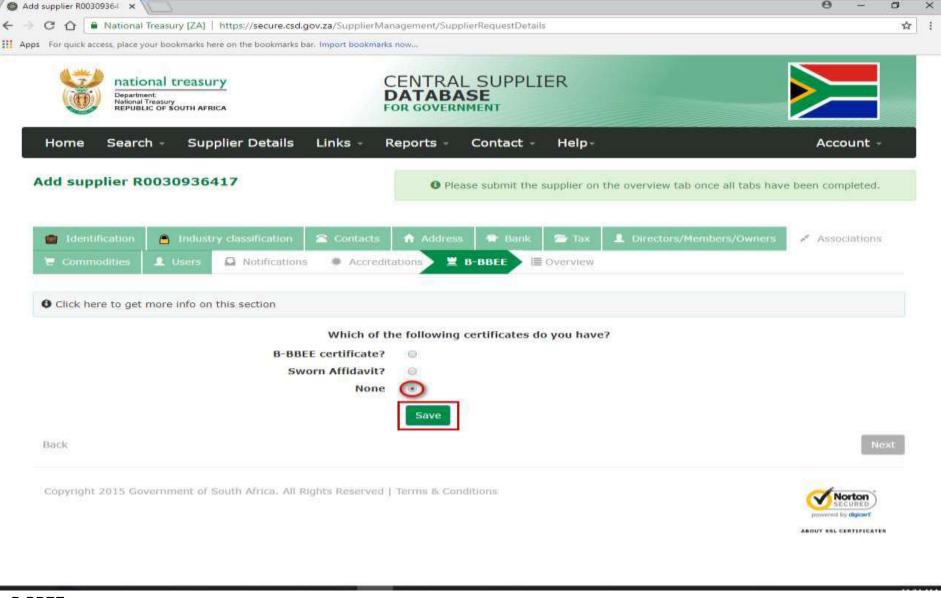


# Commodities

37. tick NationWide

click on Save

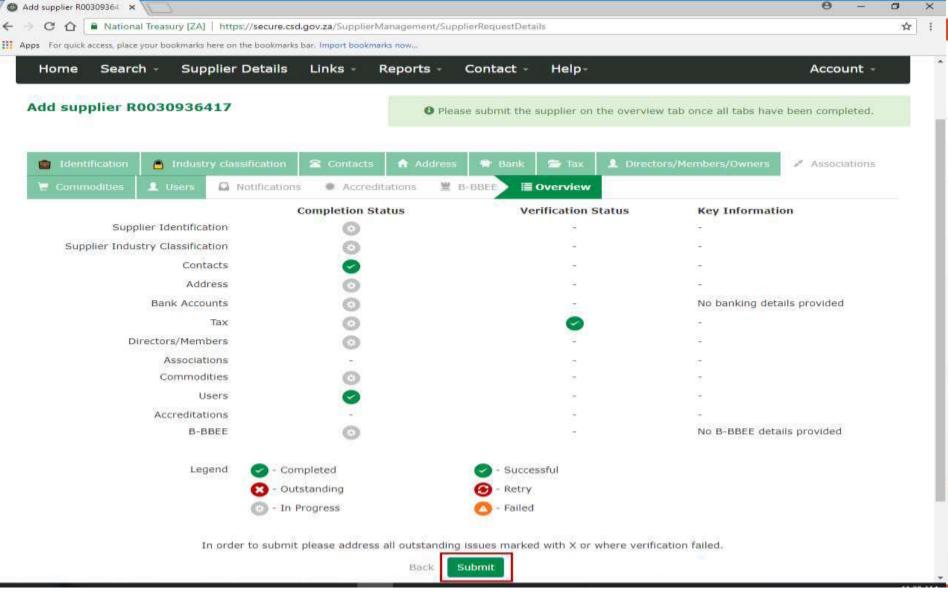




# **B-BBEE**

38. As a Foreign supplier tick the **None** box

click Save

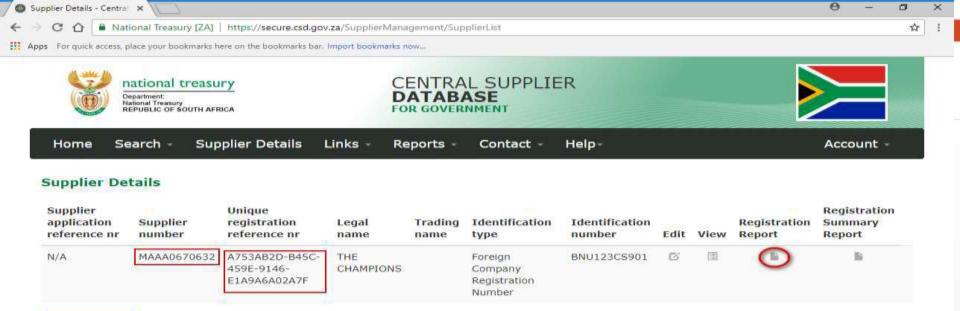


Overview

39. Use legend to see if any outstanding key information is required.

Remember to click **submit** after making changes





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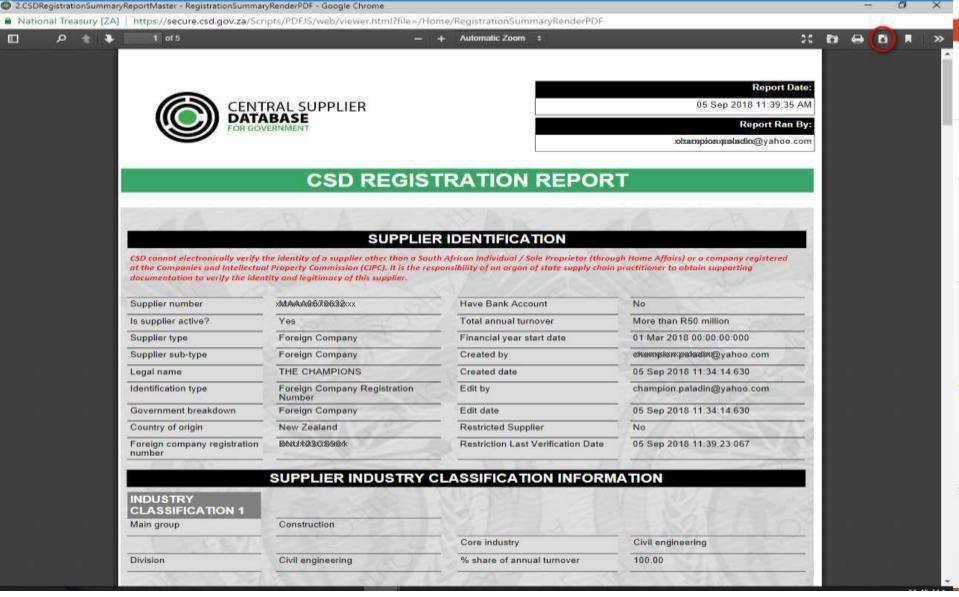


ABOUT SEL CERTIFICATES

## Supplier Details

+ Add supplier

40. Take note of your **Supplier number MAAA0000123** Unique registration reference nr A123BC4D-E56F-789G-1234-I9J8K7L6M5N click on Registration Report icon



**CSD Registration Report** 

41. click on download icons to pright to download your csd registration report



# **END OF SLIDES**





**Central Supplier Database**