Office of the Chief Procurement Officer
System Account Application Form

CSD User Account	eTender User Account
☐ Primary User ☐ Support View OTP ☐ Organ of State System Access	☐ Super User (System Administrator) ☐ Planning Coordinator (Captures Procurement plans) ☐ Bid Administrator (Publish Tenders) ☐ Tender Support (Awards and Bidders list) ☐ Contract Administrator (Captures Contracts) ☐ Contract Approver (Approves Contracts)

Organ of State Information			
Organ of State Type:	☐ National ☐ Provincial ☐ Local ☐ SOE	System Account to be:	☐ Activated ☐ Deactivated
		System Account effective from:	YYYY/MM/DD
Organ of State Name:			

User Information	
Title:	
Name (s):	
Surname:	
Rank:	
Division:	
PERSAL No / Employee No:	
Telephone number:	
Cell phone number:	
Email Address:	
ID Number:	
Signature:	
Date:	YYYY/MM/DD

Declaration by CFO

I, the Chief Financial Officer (CFO) of the above-mentioned organisation, hereby certify that the provided information of the technical user is correct and verified.

CFO Information		
Title:		
Name (s):		
Surname:		
Rank:		
Division:		
PERSAL No / Employee No:		Organ of State Stamp
Telephone number:		
Cell phone number:		
Email Address:		
ID Number:		
Signature:		
Date:	YYYY/MM/DD	

1. For eTender please complete sign, stamp and email the document to etenders@treasury.gov.za
2. For CSD please complete, sign, stamp and email the document to csdOoS.Support@treasury.gov.za

National Treasury Office Use Only			
Title:		Title:	
Name (s):		Name (s):	
Surname:		Surname:	
Request authorised on:	YYYY/MM/DD	Request authorised on:	YYYY/MM/DD
Signature:		Signature:	