LEARNER GUIDE

TRANSNET

E-SUPPLIER

PORTAL TRAINING

TRANSNET

OUR **LEARNING JOURNEY**

Purpose & Outcomes

Purpose

The purpose of this module is to enable participants to understand and effectively use the eSupplier Portal. Learners will gain the knowledge and practical skills required to perform supplier registration, tender bidding, and contract approval activities in line with organisational processes and compliance requirements.

Learning Outcomes

By the end of this module, participants will be able to:

Registration
Capture and submit supplier registration details, including business, partner, transformation, and address information.
Tender Bidding
Log an intent to bid on the portal.
Upload bid documentation in the required formats.
Capture pricing schedules accurately.
Complete and submit scorecards for evaluation.
Contract Approval
Review contracts for approval within the system.
Use contract chat and communication functions to resolve queries and finalise approval.
System Use
Apply knowledge of the eSupplier Portal to confidently perform supplier-related activities in support of organisational compliance and operational requirements.

TRANSNET

E-SUPPLIER

PORTAL TRAINING

Supplier Registration

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Supplier

Registration:

Step 1: Search for the Supplier Relationship Portal using the URL: <E-supplier Portal Link>

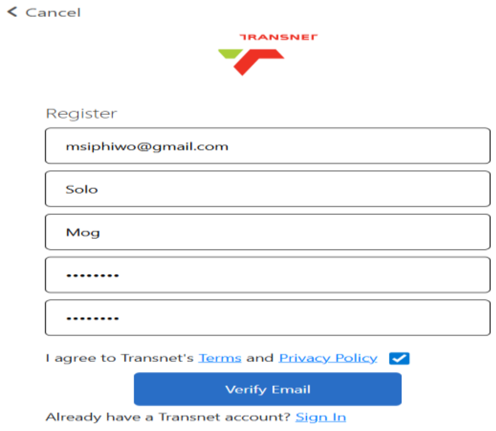
Step 2: Click the sign up link.

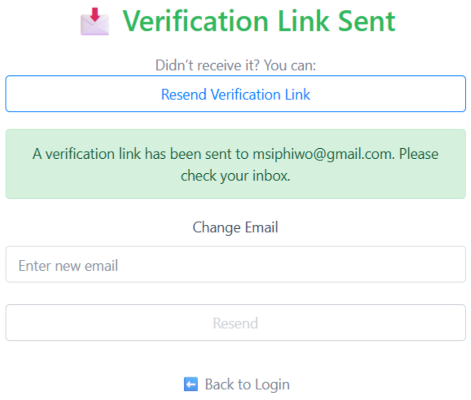
Step 3: Populate the registration details:

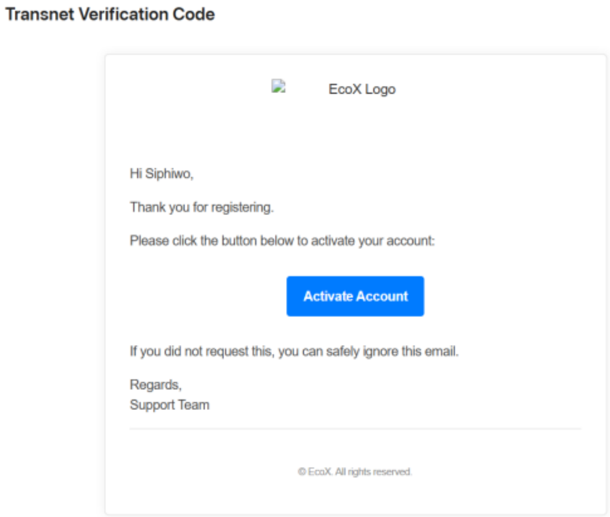
- Populate your Email
- Populate your Name
- Populate your Surname
- Populate your Password and Confirm password

Step 4: Click the check box once you have agreed to the Terms and read all the policies.

Step 5: Click the verify email link button







Registration (Organisation Information)

TRANSNET

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Supplier/Bidder

Registration (Organization information):

Step 1: Search for the Supplier Relationship Portal using the URL: <E-supplier Portal Link>

Step 2: Populate your email and password details, then click sign button.

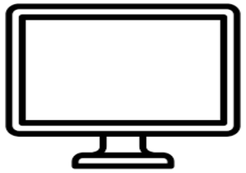
Step 3: Clicks the Supplier relationship management button.

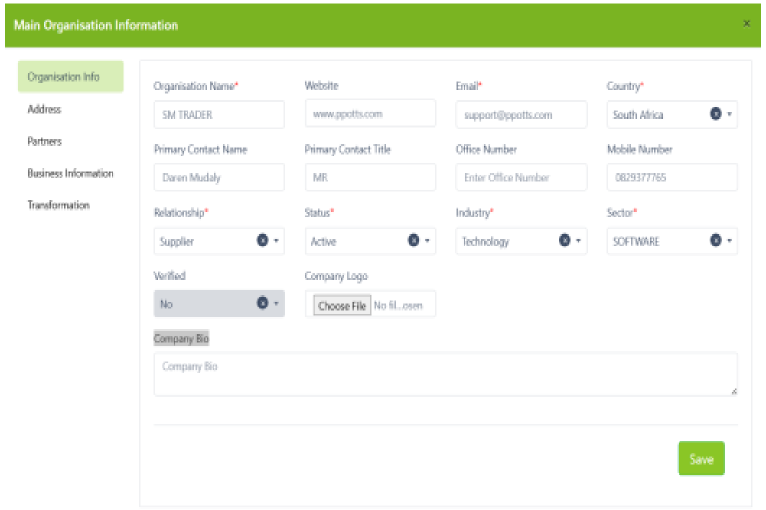
Step 4: Click the manage button.

Step 5: On the Organization info button (Populate):

- Organization Name*
- Website
- Email*
- Country*
- Primary Contact Name
- Primary Contact Title
- Office Number
- Mobile Number
- Relationship*
- Status*
- Industry*
- Sector*
- Upload
- Company Logo
- Company Bio

Step 6: Then click the save button





Maintain and Manage Company Address Info.

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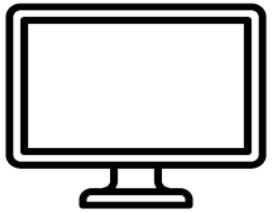
Supplier

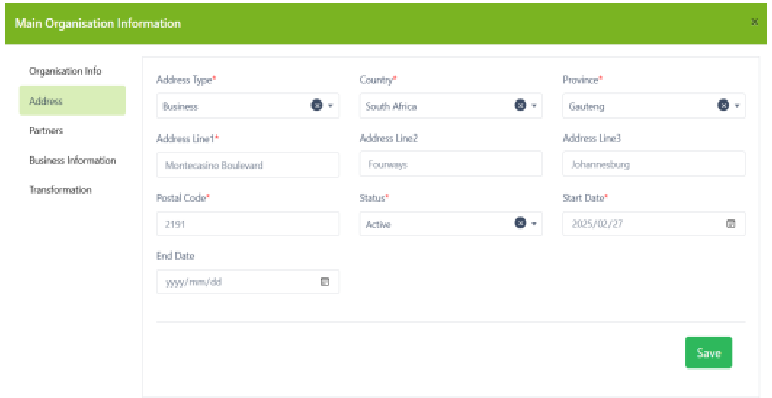
Registration (address):

Step 1: Search for the Supplier Relationship Portal using the URL: [<E-supplier Portal Link>]
Step 2: Populate your email and password details, then click sign button.
Step 3: Clicks the Supplier relationship management button.
Step 4: Click the manage button.
Step 5: On the Address button (Populate):

- Address Type*
- Country*
- Province*
- Address Line1*
- Address Line2
- Address Line3
- Postal Code*
- Status*
- Start Date*

Step 6: Then click the save button





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Maintain The Company Partners Information

TRANSNET

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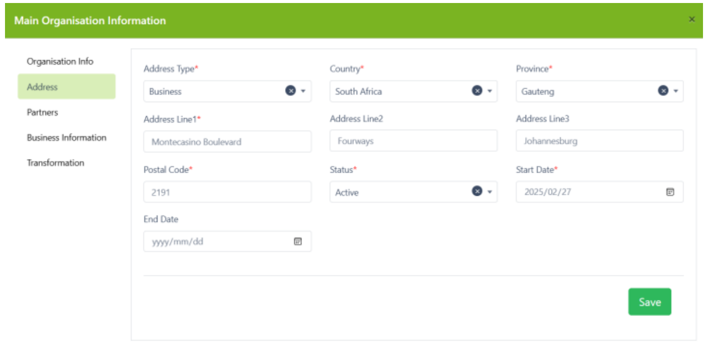
Supplier/Bidder

Registration (Partners):

Step 1: Search for the Supplier Relationship Portal using the URL: [<E-supplier Portal Link>]
Step 2: Populate your email and password details, then click sign button.
Step 3: Clicks the Supplier relationship management button.
Step 4: Click the manage button.
Step 5: On the Partners button (Populate/Select):

- Partner*
- Relationship*
- Start Date*
- End Date
- Populate the Agreement text field
- Populate the Terms text fields

Step 6: Then click the save button



Manage and Maintain Business Information

Supplier

Registration (Partners):

Step 1: Search for the Supplier Relationship Portal using the URL: [<E-supplier Portal Link>]

Step 2: Populate your email and password details, then click sign button.

Step 3: Clicks the Supplier relationship management button.

Step 4: Click the manage button.

Step 5: On the Business information button (Populate/Select):

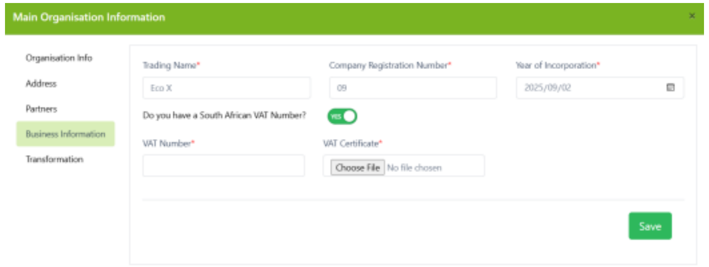
- Trading Name*
- Company Registration Number*
- Year of Incorporation*

Step 6: Click the YES option on the radio button for: Do you have a South African VAT Number?

(If yes option is selected)

- Populate VAT No.
- Upload the VAT Certificate

Step 6: Then click the save button



Manage the Transformation

TRANSNET

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Supplier

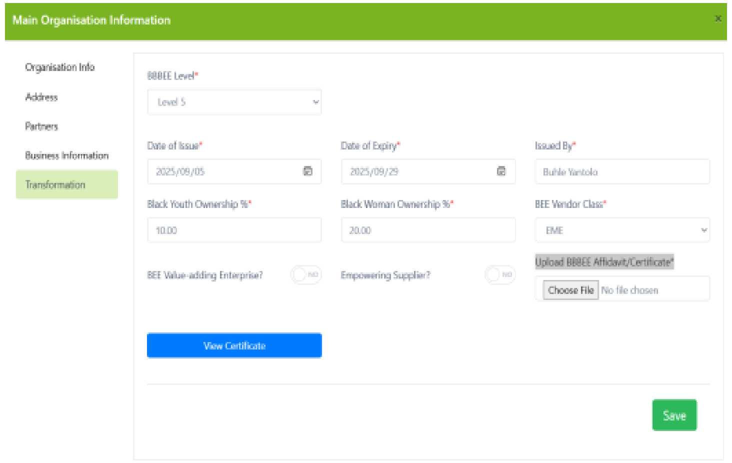
Registration (Transformation):

Step 1: Search for the Supplier Relationship Portal using the URL: <u><E-supplier Portal Link></u>

Step 2: Populate your email and password details, then click sign button.
Step 3: Clicks the Supplier relationship management button.
Step 4: Click the manage button.
Step 5: On the transformation button (Populate/Select):

- BBBEE Level*
- Date of Issue*
- Date of Expiry*
- Issued By*
- Black Youth Ownership %*
- Black Woman Ownership %*
- BEE Vendor Class*
- Black Youth Ownership %*
- Black Woman Ownership %*
- BEE Vendor Class*
- (Click the yes or no option on the radio button) BEE Value-adding Enterprise?
- (Click the yes or no option on the radio button) Empowering Supplier?
- Upload BBBEE Affidavit/Certificate*

Step 6: Then click the save button



Applying for Bids

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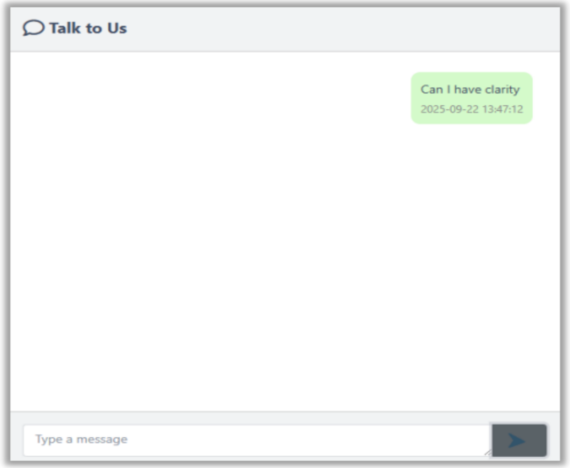
Supplier/Bidder

Applying for Bids

Step 1: Log on to the **Supplier Relationship Portal**. **(<E-supplier Portal Link>)**
Step 2: View the **Open Tender Tab**.
Step 3: View the **relevant tender**.
Step 4: Click **View details**.
Step 3: Click the **Log Intent to bid radio button** to **Yes**.

Ask for Clarity

Step 1: Click the ask for **clarity tab.**
Step 2: Type the message in the text bar, then click the **send arrow**



Submit Tender Documentation

#

TRANSNET

1
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Supplier	Step 1: Click the Submit Tender Documents button (blue) Step 2: Click on the mandatory tab. Step 3: Choose a file form your local, click the Upload Documents button to upload the document in this Section. Step 4: Click on the Essential tab. Step 5: Choose a file form your local, click the Upload Documents button to upload the document in this Section. Step 6: Click on the non-essential tab. Step 7: Choose a file from your local, click the Upload Documents button to upload the document in this Section. Step 8: Click on the other tab. Step 9: Choose a file from your local, click the Upload Documents button to upload the document in this Section

Pricing & Scorecard Captured

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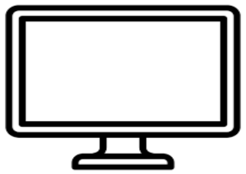
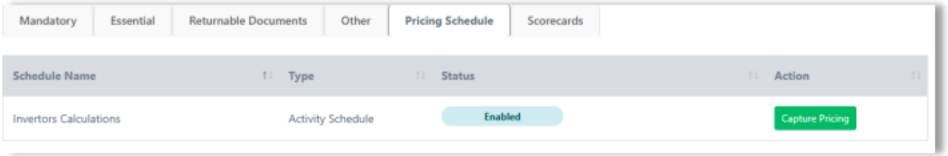
Supplier/Bidder

Pricing Captured

Step 1: Click on the Pricing schedule tab.
Step 2: Click the Capture Pricing button, Capture your rating on each line item.

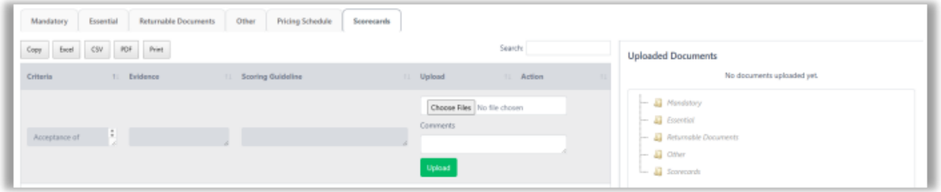
Step 3: Click the Submit pricing button.





Scorecard Captured

Step 1: Click the Score card tab.
Step 2: Click the Choose file button, then upload a file.
Step 3: Type a comment on the comment section.



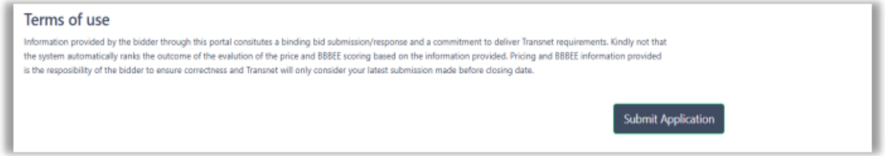
Tender Bid is submitted

10

Supplier

Submit Tender Bid

Step 1: Click my intents tab.
Step 2 Click the View detail button on the tender.
Step 3: Click the Submit Tender Document button
Click the submit application button.
Step 4: Click the Submit Application button.

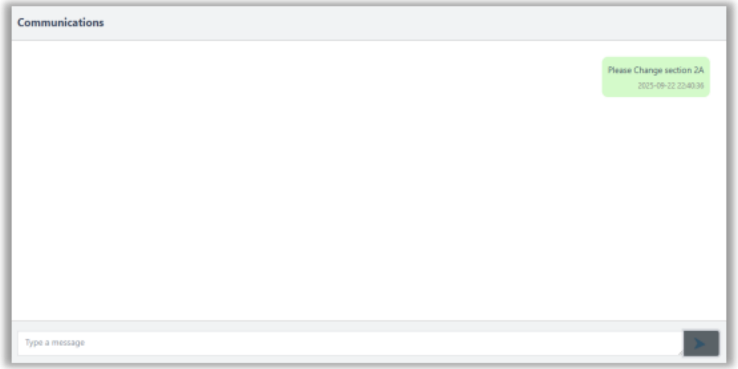


Supplier Response

Supplier

Supplier Response

Step 1: Login the Supplier Relationship Portal.
Step 2: Click on the SRM tab.
Step 3: Click on the documentation tab.
Step 4: Click on the contract tab.
Step 5: Click on the folder with the shared contract (MSA) to preview the documentation.
Step 6: View the Chat section and add comments related to the shared MSA and click send

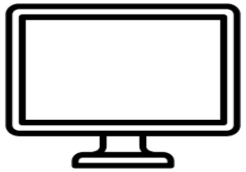


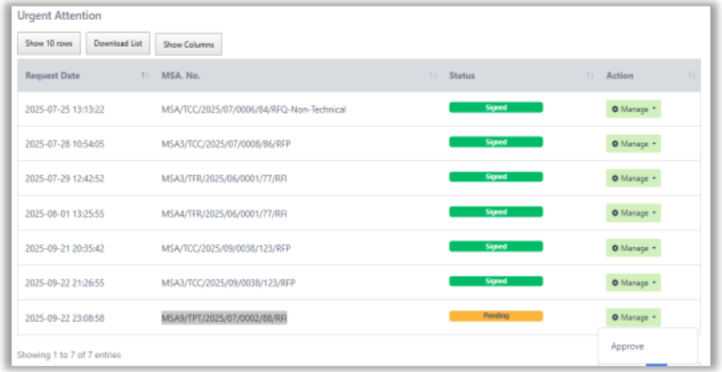
Supplier Approval

Supplier/Bidder

Supplier Approval

Step 1: Login the Supplier Relationship Portal.
Step 2: Click on the SRM tab.
Step 3: Click on documentation tab.
Step 4: Search for the Contract on the Urgent attention table.
Step 5: Click the manage button then click Approve button.





Urgent Attention

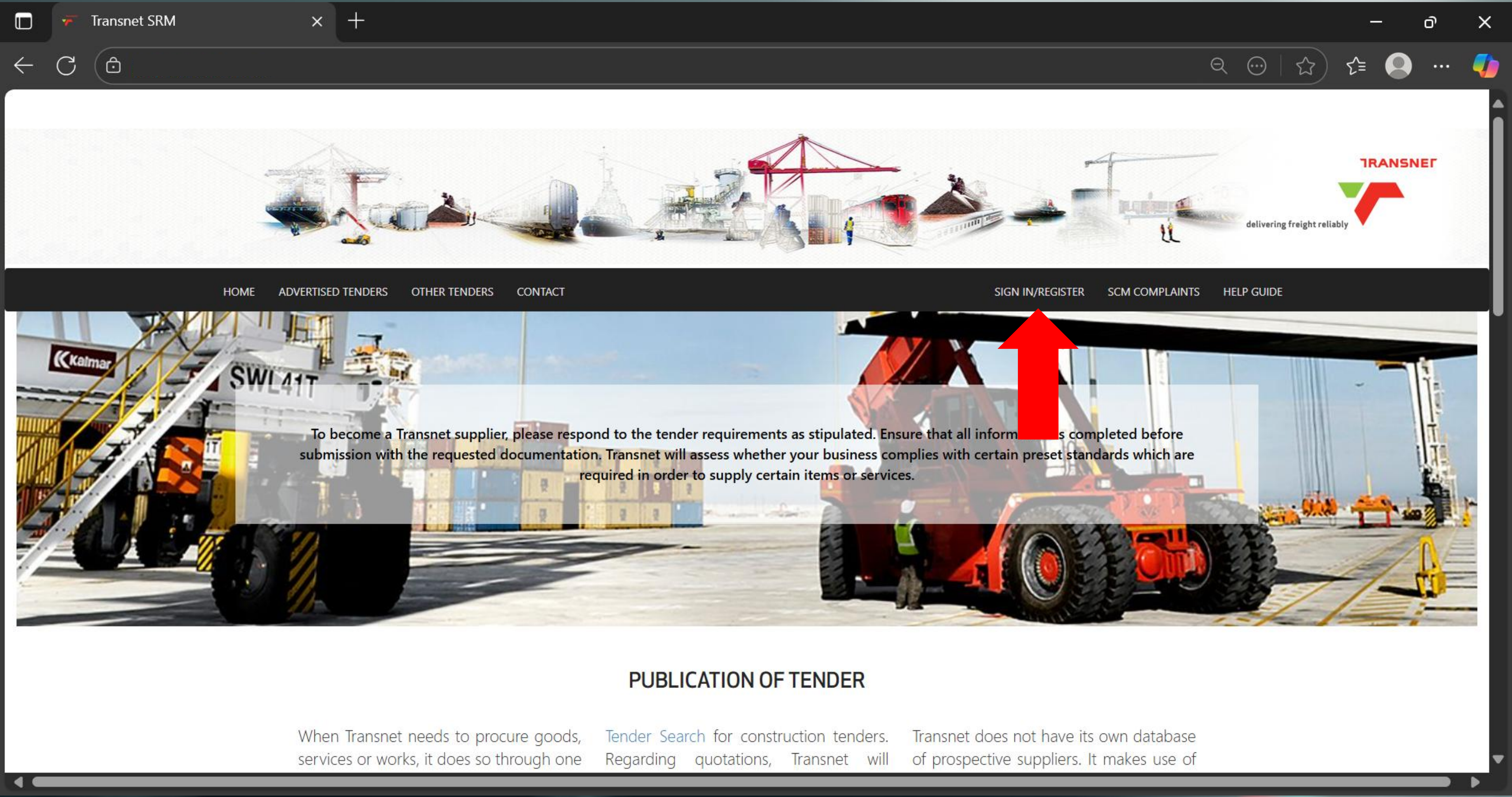
Show 10 rows | Download List | Show Columns

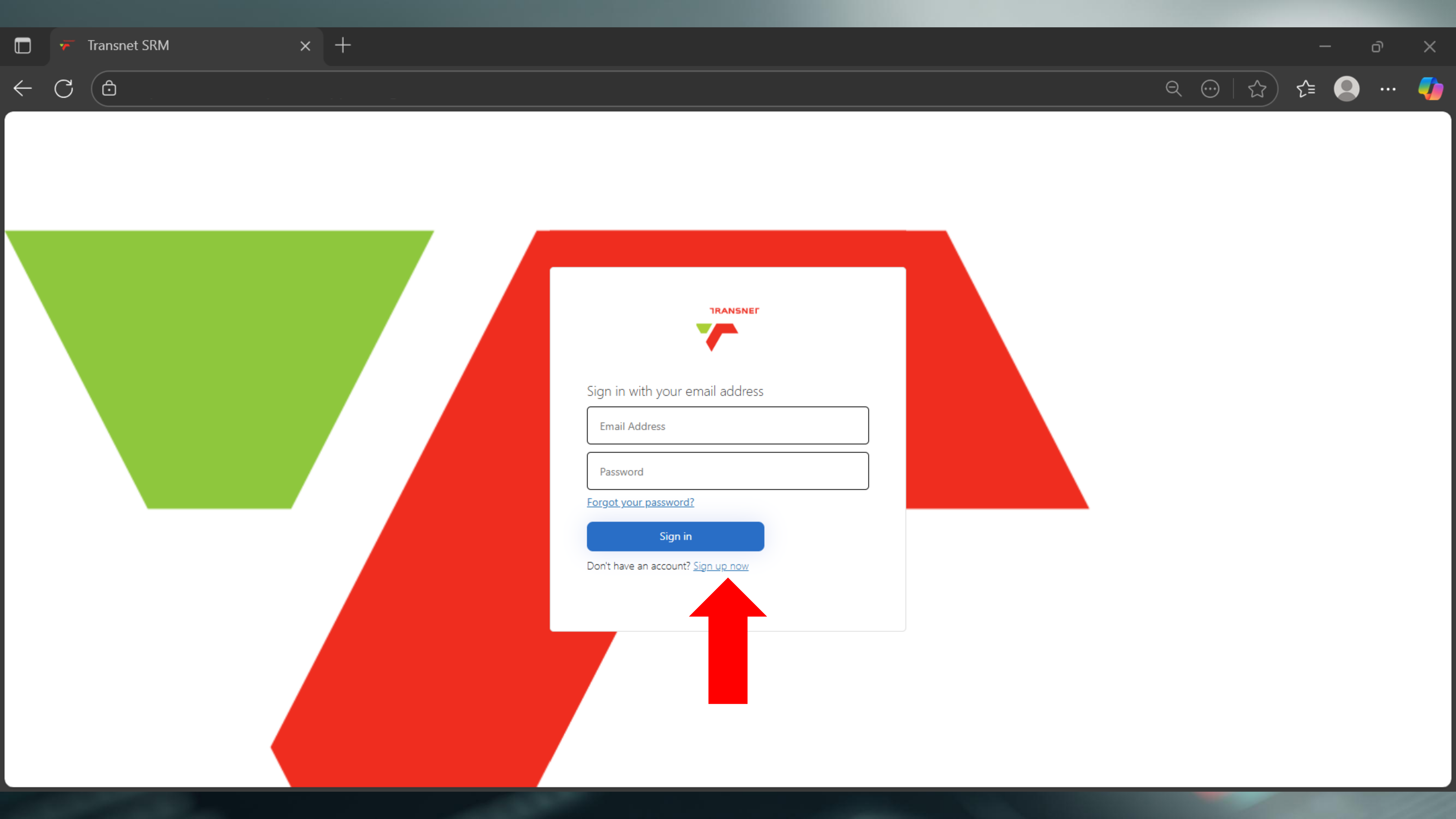
Request Date	MSA. No.	Status	Action
2025-07-25 13:13:22	MSA/TCC/2025/07/0006/84/RFQ-Non-Technical	Signed	Manage
2025-07-28 10:54:05	MSA3/TCC/2025/07/0008/86/RFP	Signed	Manage
2025-07-29 12:42:52	MSA3/TFR/2025/06/0001/77/RFI	Signed	Manage
2025-08-01 13:25:55	MSA4/TFR/2025/06/0001/77/RFI	Signed	Manage
2025-09-21 20:35:42	MSA/TCC/2025/09/0038/123/RFP	Signed	Manage
2025-09-22 21:26:55	MSA3/TCC/2025/09/0038/123/RFP	Signed	Manage
2025-09-22 23:08:58	MSA9/TPT/2025/07/0002/88/RFI	Pending	Manage

Approve

Showing 1 to 7 of 7 entries


TRANSNET
FULL-SCREEN
IMAGES
TRANSNET
E-SUPPLIER
PORTAL TRAINING
DPS
DIGITAL PROCUREMENT SYSTEM


Transnet SRM
TRANSNET
delivering freight reliably
HOME
ADVERTISED TENDERS
OTHER TENDERS
CONTACT
SIGN IN/REGISTER
SCM COMPLAINTS
HELP GUIDE
Kalmar
SWL41T
To become a Transnet supplier, please respond to the tender requirements as stipulated. Ensure that all inform s completed before submission with the requested documentation. Transnet will assess whether your business complies with certain preset standards which are required in order to supply certain items or services.
PUBLICATION OF TENDER
When Transnet needs to procure goods, services or works, it does so through one
Tender Search for construction tenders. Regarding quotations, Transnet will
Transnet does not have its own database of prospective suppliers. It makes use of


Transnet SRM
TRANSNET
Sign in with your email address
Email Address
Password
Forgot your password?
Sign in
Don't have an account? Sign up now

Transnet PPD

Mikail Ansari

Home

Complaints

Hi Mikail,

What work would you like to do?

To become a Transnet supplier, please respond to tender requirements as stipulated. Ensure that all information is completed before submission with the requested documentation. Transnet will assess whether your business complies with certain preset standards which are required in order to supply certain items or services.

View Advertised Tenders

My Submitted Intents

My Bid Document Submission

Supplier Profile Management

Transnet PPD

Mikail Ansari

Home / Advertised Tenders

Complaints

Advertised Tenders

Open Tenders | Other Tenders

Filter

All

Search

Show 10 entries

Reference Numbers	Tender Name	Description	Briefing Session	Closing Date	Status	Action
TE/2025/05/0004/56/RFP	Build a new electric car prototype for South Africans	Build a new electric car prototype for South Africans	-	2025-07-15	Open	View Details

Showing 1 to 1 of 1 entries

Previo Next

Transnet PPD

Mikail Ansari

Home / Advertised Tenders

Complaints

Advertised Tenders

Open Tenders | Other Tenders

Filter

All

Search

Show 10 entries

Reference Numbers	Tender Name	Description	Briefing Session	Closing Date	Status	Action
TE/2025/05/0004/56/RFP	Build a new electric car prototype for South Africans	Build a new electric car prototype for South Africans	-	2025-07-15	Open	View Details

Transnet PPD

Mikail Ansari

Home / Advertised Tenders / TE/2025/05/0004/56/RFP

Complaints

Submission Intent Details

Tender Details

Tender Reference Number: Published
TE/2025/05/0004/56/RFP

Name of Tender:
BUILD A NEW ELECTRIC CAR PROTOTYPE FOR SOUTH AFRICANS

Description:
BUILD A NEW ELECTRIC CAR PROTOTYPE FOR SOUTH AFRICANS

Tender Type:

Contact Person:
Pepper Potts (Support)

Log an intent to Bid
NO

Date Published:
07/14/2025

Time Published:

Closing Date:
07/15/2025 12:00:00 AM

Location Of Service:
National

Tender Category:

Attachments:

Transnet PPD

Mikail Ansari

Home / Advertised Tenders / TE/2025/05/0004/56/RFP

Complaints

Submission Intent Details

Tender Details

Tender Reference Number: Published
TE/2025/05/0004/56/RFP

Name of Tender:
BUILD A NEW ELECTRIC CAR PROTOTYPE FOR SOUTH AFRICANS

Description:
BUILD A NEW ELECTRIC CAR PROTOTYPE FOR SOUTH AFRICANS

Tender Type:

Contact Person:
Pepper Potts (Support)

Log an intent to Bid
YES

Date Published:
07/14/2025

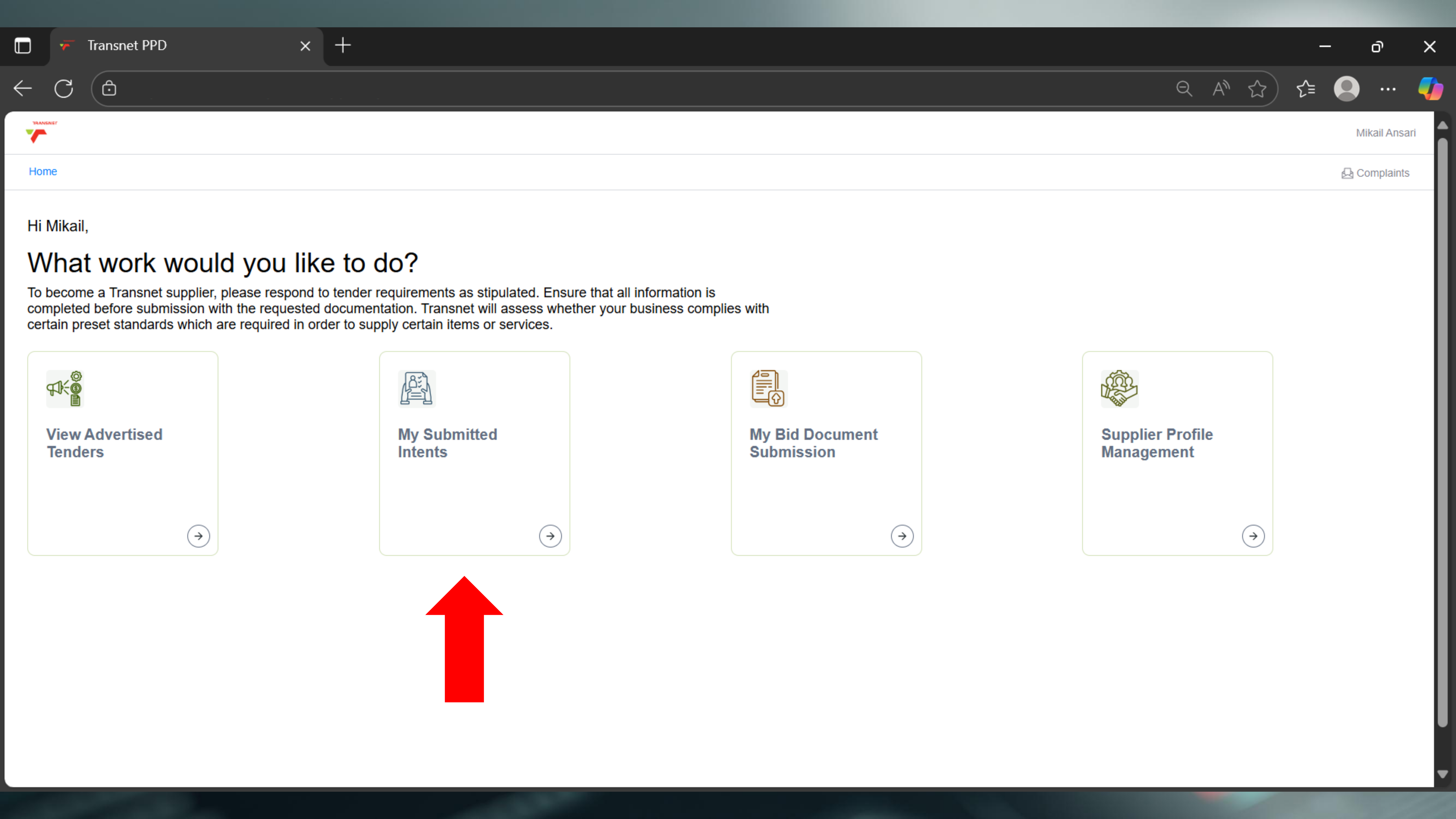
Time Published:

Closing Date:
07/15/2025 12:00:00 AM

Location Of Service:
National

Tender Category:

Attachments:


Transnet PPD
Mikail Ansari
Home
Complaints
Hi Mikail,
What work would you like to do?
To become a Transnet supplier, please respond to tender requirements as stipulated. Ensure that all information is completed before submission with the requested documentation. Transnet will assess whether your business complies with certain preset standards which are required in order to supply certain items or services.
View Advertised Tenders
My Submitted Intents
My Bid Document Submission
Supplier Profile Management

Transnet PPD

Mikail Ansari

Home / My Intents

Complaints

My Intents

Show columns All

Search

Show 10 entries

Reference Number	Tender Name	Description	Briefing Session Date	Intent Logged Date	Logged By	Closing Date
TPL/2025/05/0001/55/RFI	Diesel	Please tender this tender	- -	06/08/2025 13:03:38	Mikail Ansari	14/07/2025 12:00 AM

Tender Status Cancelled

Action View Details

Transnet PPD

Mikail Ansari

Home / My Intents / TPL/2025/05/0001/55/RFI

Complaints

Submission Intent Details

Tender Details | Ask for Clarity

View Tender Documents

Tender Reference Number: Cancelled
TPL/2025/05/0001/55/RFI

Name of Tender:
DIESEL

Description:
PLEASE TENDER THIS TENDER

Tender Type:
RFP

Contact Person:
Tshepo Moganetsi

Log an intent to Bid
YES

Date Published:
07/14/2025

Time Published:

Closing Date:
07/14/2025 11:00:00 PM

Location Of Service:
Gaueng

Tender Category:
Normal Goods and Services

Transnet PPD

https://srm.ecox.io/portal/procurement/supplier_relationship_management/tenders/detailed/bid_submissions/55

Mikail Ansari

Home / Advertised Tenders / Submit Documents / TPL/2025/05/0001/55/RFI

Complaints

Mandatory | Essential | Returnable Documents | Other

⚠ Please take note before uploading

- Duplicate documents are not permitted
- There's a 50MB file size limit per upload
- Please allow yourself sufficient time to upload documents and consider your internet speed

Required Document(s):

- Company registration documents
- Tax clearance certificate
- BBBEE certificate (if applicable)
- Bid proposal and pricing schedule
- Technical compliance documents
- Any other tender-specific requirements

⚠ This tender is Cancelled and no longer accepting document submissions.

Uploaded Documents

- Mandatory
  - 1MandatoryExample.txt
  - 1MandatoryExample_UeaGY16.txt
- Essential
  - 2EssentialExample.txt
- Returnable Documents
  - 3NonEssentialExample.txt
- Other
  - 4Other.txt

Transnet PPD

Mikail Ansari

Home

Complaints

Hi Mikail,

What work would you like to do?

To become a Transnet supplier, please respond to tender requirements as stipulated. Ensure that all information is completed before submission with the requested documentation. Transnet will assess whether your business complies with certain preset standards which are required in order to supply certain items or services.

View Advertised Tenders

My Submitted Intents

My Bid Document Submission

Supplier Profile Management

Transnet PPD

Mikail Ansari

Home / Procurement / Tender Management / SRM

Complaints

Overview

Documentation

Status

Invoices Paid
ZAR 0

Outstanding
ZAR 0

Orders
ZAR 0

Top Product / Service Orders

Recent Communication

28/02/2025 12:52:20
Invitation for RFP
Request for Procurement:
Procurement software

View more

Comp ABCD (Supplier)

www.abc.co.za

support@abc.co.za

Manage

Transnet PPD

Mikail Ansari

Home / Procurement / Ten

Complaints

Main Organisation Information

×

- Organisation Info
- Address
- Partners
- Business Information
- Transformation

Organisation Name*

Comp ABCD

Website

www.abc.co.za

Email*

support@abc.co.za

Country*

South Africa

Primary Contact Name

Primary contact name

Primary Contact Title

Primary contact title

Office Number

Enter Office Number

Mobile Number

00000

Relationship*

Supplier

Status*

Active

Industry*

Technology

Sector*

SOFTWARE

Verified

No

Company Logo

Choose File No fil...osen

Company Bio

Company Bio

Save

View more

View more

View more

Request for Procurement: Procurement software

Company Bio

Transnet PPD

Mikail Ansari

Home / Procurement / Ten

Complaints

Main Organisation Information

- Organisation Info
- Address
- Partners
- Business Information
- Transformation

Address Type*	Business Address
Country*	South Africa
Province*	Gauteng
Address Line1*	123
Address Line2	123
Address Line3	
Postal Code*	2196
Status*	Active
Start Date*	03/09/2025
End Date	dd/mm/yyyy

Save

View more

View more

Invitation for RFP

Request for Procurement: Procurement software

28/02/2025 12:52:20

Invitation for RFP

Request for Procurement: Procurement software

View more

Quick Information About Comp ABCD

Company Bio

Transnet PPD

Mikail Ansari

Home / Procurement / Ten

Complaints

Main Organisation Information

×

- Organisation Info
- Address
- Partners
- Business Information
- Transformation

Trading Name*

Trading Name

Company Registration Number*

Company Registration Number

Year of Incorporation*

dd/mm/yyyy

Do you have a South African VAT Number? NO

Save

Top Product / Service Orders

Comp ABCD (Supplier)

www.abc.co.za

support@abc.co.za

Manage

Quick Information About Comp ABCD

Company Bio

Recent Communication

28/02/2025 12:52:20
Invitation for RFP
Request for Procurement: Procurement software
View more

28/02/2025 12:52:20
Invitation for RFP
Request for Procurement: Procurement software
View more

28/02/2025 12:52:20
Invitation for RFP
Request for Procurement: Procurement software
View more

Transnet PPD

Mikail Ansari

Home / Procurement / Tender Management / SRM

Complaints

Overview

Documentation

ces Paid

0

Outstanding

ZAR 0

Orders

ZAR 0

Comp ABCD (Supplier)

www.abc.co.za

support@abc.co.za

Manage

Top Product / Service Orders

Recent Communication

28/02/2025 12:52:20

Invitation for RFP

Request for Procurement:

Procurement software

View more

Transnet PPD

Mikail Ansari

Home / Procurement / Tender Management / SRM

Complaints

Overview | **Documentation**

Shared Documents

Organisational Documents

Contracts

Comp ABCD (Supplier)

www.abc.co.za

support@abc.co.za

Manage

Quick Information About Comp ABCD

Company Bio

Urgent Attention

Show 10 rows | Download List | Show Columns

Request Date	MSA. No.	Status	Action
No data available in table			

Showing 0 to 0 of 0 entries

Previous | Next

Transnet PPD

Mikail Ansari

Home / SRM / Contracts

Complaints

- TPL/2025/05/0002/69/RFI
- TE/2025/05/0008/68/RFP
  - Master Sercive Agreement
    - Master Sercive Agreement
- TCC/2025/06/0010/84/RFP
- TRIM/2025/06/0001/86/RFI
- TFR/2025/07/0001/98/RFI


TRANSNET
DPS
DIGITAL PROCUREMENT SYSTEM

Conclusion

In conclusion, the module on the Supplier Relationship Management (eSupplier Portal) External Portal is designed to equip learners with the knowledge and practical skills needed to confidently navigate and use the system. The objectives of this module were to guide learners in performing key activities such as supplier registration, tender bidding, and contract approval, while ensuring that these processes align with organisational standards, compliance requirements, and effective system use.

By completing this module, learners are now better prepared to apply their learning in real work situations, contributing to efficient supplier management and improved organisational performance.

Congratulations on completing the module! Your dedication to learning and engaging with the system demonstrates your commitment to professional growth and the success of your organisation. The skills you have gained—registering suppliers, managing tenders, and approving contracts—are not just processes to follow, but tools to make your work more efficient, accurate, and impactful.

We encourage you to continue applying these skills confidently, share your knowledge with colleagues, and seek opportunities to innovate within your role. Your contribution strengthens the organisation and ensures that supplier management is carried out with excellence and integrity.

Thank you for your active participation, curiosity, and commitment to learning. Your efforts make a real difference.

Glossary

Acronym / Term	Definition
SRM	Supplier Relationship Management – A system used to manage supplier interactions, registration, tendering, and contract processes.
Portal	An online platform that allows suppliers and buyers to access SRM functionalities.
Supplier	A company or individual providing goods or services to the organisation.
Buyer	An individual or team responsible for sourcing, tender management, and contract approval in the organisation.
Administrator	A user role responsible for managing system settings, user roles, and overall portal administration.
Registration Details	Information provided by a supplier during portal sign-up, including personal, business, and contact information.
Business Information	Details about a supplier’s company, including trading name, registration number, year of incorporation, VAT status, and company bio.
Partners Information	Details of business partners associated with the supplier, including relationship type, agreement terms, and relevant dates.
Address Information	Supplier’s company address details, including address type, province, postal code, and status.
Transformation	Supplier compliance information, including B-BBEE level, ownership percentages, and empowerment status.
Tender Bidding	The process by which suppliers express intent to bid, submit pricing, and upload required documentation.
Pricing Schedule	A detailed capture of pricing for each tender item submitted by the supplier.
Scorecard	A document or template used to evaluate or rate supplier submissions for tenders.
Contract Approval	The process by which contracts are reviewed, communicated, and approved within the portal.
Master Agreement (MSA)	A standard contract between the organisation and suppliers outlining terms, conditions, and obligations.
Chat / Communication Section	Portal feature enabling suppliers and buyers to ask questions, clarify requirements, and communicate about contracts.
Open Tender Tab	Portal section displaying all available tenders that suppliers can view and apply for.
Log Intent to Bid	Supplier action to indicate interest in submitting a tender for a specific opportunity.
Mandatory / Essential / Non-Essential Tabs	Categories in the portal where suppliers upload required or optional tender documentation.
Documentation Tab	Portal section where contracts, agreements, and other relevant supplier documents are stored and accessed.

Glossary of Portal Actions

Action / Process	Definition / Description
Supplier Registration	Creating a supplier account on the SRM portal by providing personal, business, partner, address, and transformation information.
Manage Organisation Information	Updating and maintaining the supplier’s company details, including company name, website, contact information, industry, sector, and company bio.
Manage Company Address	Capturing and updating the supplier’s official address details, including address type, province, postal code, and status.
Manage Partners	Recording and maintaining information about business partners, including relationship type, agreement terms, and relevant dates.
Manage Business Information	Capturing essential company details such as trading name, registration number, year of incorporation, and VAT information.
Manage Transformation	Recording supplier B-BBEE compliance information, including ownership percentages, empowerment status, and uploading supporting certificates or affidavits.
View Open Tenders	Accessing available tender opportunities in the portal for which suppliers can submit bids.
Log Intent to Bid	Indicating a supplier’s interest to participate in a specific tender.
Submit Tender Documentation	Uploading required files in the appropriate categories (mandatory, essential, non-essential, other) to support a tender bid.
Capture Pricing Schedule	Entering detailed pricing information for each tender item in the system.
Capture Scorecard	Completing the evaluation form or template associated with the tender submission, including any comments or ratings.
Submit Tender Bid	Finalising and submitting all tender-related information, including documents, pricing, and scorecards, for consideration.
Ask for Clarity	Using the portal chat or communication feature to request additional information or clarification regarding a tender.
Contract Collaboration / Supplier Response	Engaging with buyers via the portal to discuss, comment, and respond to contract documents such as the Master Service Agreement (MSA).
Contract Approval	Reviewing, finalising, and approving contracts in the portal, ensuring compliance with organisational requirements.
Documentation Tab	Portal section where all contracts, tender documents, and supporting supplier files are stored and accessible.
Chat / Communication Section	Portal feature that allows suppliers and buyers to communicate directly about tenders, contracts, and related processes.
SRM Tab	Main portal section where suppliers manage registration, tenders, contracts, and communication activities.