



ETHEKWINI MUNICIPALITY SUPPLIER SELF SERVICE

USER GUIDE

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INSTRUCTIONS FOR QUOTING ON THE SUPPLIER SELF SERVICE SYSTEM

1. You will need to be registered on the Central Supplier Database -
(you will receive an MAAA number) - <https://secure.csd.gov.za>.

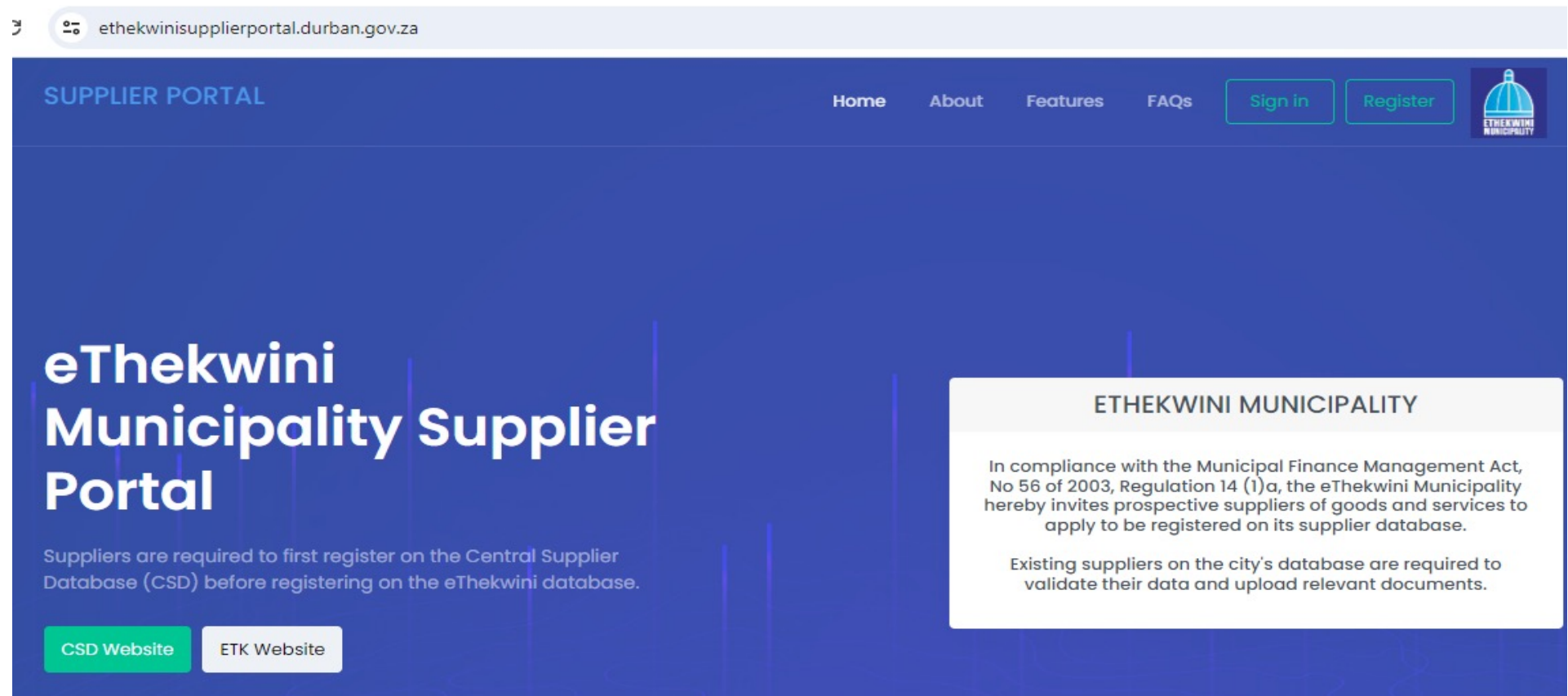
The screenshot displays the homepage of the Central Supplier Database for Government. At the top, the header includes the National Treasury logo, the text 'national treasury Department: National Treasury REPUBLIC OF SOUTH AFRICA', the title 'CENTRAL SUPPLIER DATABASE FOR GOVERNMENT', and the South African flag. A navigation bar below the header contains links for 'Home', 'Links', 'Contact', 'Help', 'Register', and 'Log in'. The main content area features a large green banner with the text 'Welcome to the Central Supplier Database for the South African government.' Below this, there is a 'Supplier Self-Registration Process' diagram showing a multi-step flowchart. To the right of the diagram, there is a section titled 'GOVERNMENT ORDER SCAM' with a warning icon and the text 'WARENESS'. The bottom of the page shows a keyboard and a mouse.

2. Register on supplier portal: Link: <https://ethekwiniupplierportal.durban.gov.za/>

For assistance and support: Address 166 KE Masinga, City Engineers Building, 6th Floor

Contact Numbers: 031 322 7014 / 7013 / 7011 / 7065 / 7066 / 7061

Email: Eprocurement@durban.gov.za

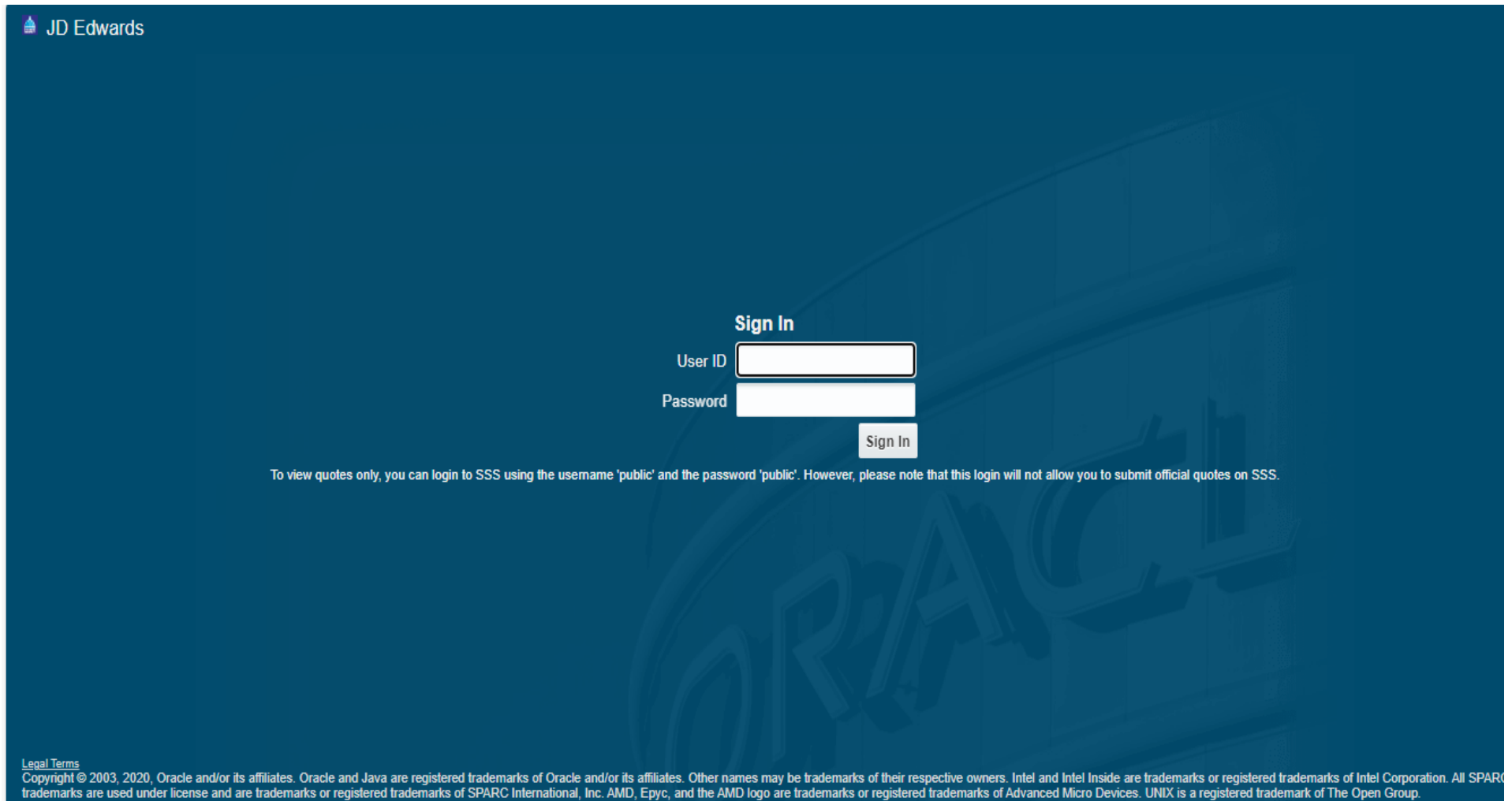


3. After receiving confirmation of successful registration from eThekwinini supplier portal you can apply for supplier self service registration.

Requirement for New registration or Password reset

- email; supplier.selfservice@durban.gov.za
- attach copy of company directors ID,
- confirm MAAA number and name of company.

You can only Quote using your (user ID which is your supplier number). This will be issued by SCM: Administration and Business Systems Department. link to access : <https://rfq.durban.gov.za/jde/E1Menu.maf>



The image shows a screenshot of the JD Edwards Sign In page. The background is a dark blue gradient with a faint, large, stylized 'ORACLE' logo. In the top left corner, there is a small JD Edwards logo and the text 'JD Edwards'. In the center, there is a 'Sign In' heading. Below it, there are two input fields: 'User ID' and 'Password'. To the right of the 'Password' field is a 'Sign In' button. Below the input fields, there is a line of text: 'To view quotes only, you can login to SSS using the username 'public' and the password 'public'. However, please note that this login will not allow you to submit official quotes on SSS.' At the bottom left, there is a 'Legal Terms' link and a copyright notice: 'Copyright © 2003, 2020, Oracle and/or its affiliates. Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners. Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.'

JD Edwards

Sign In

User ID

Password

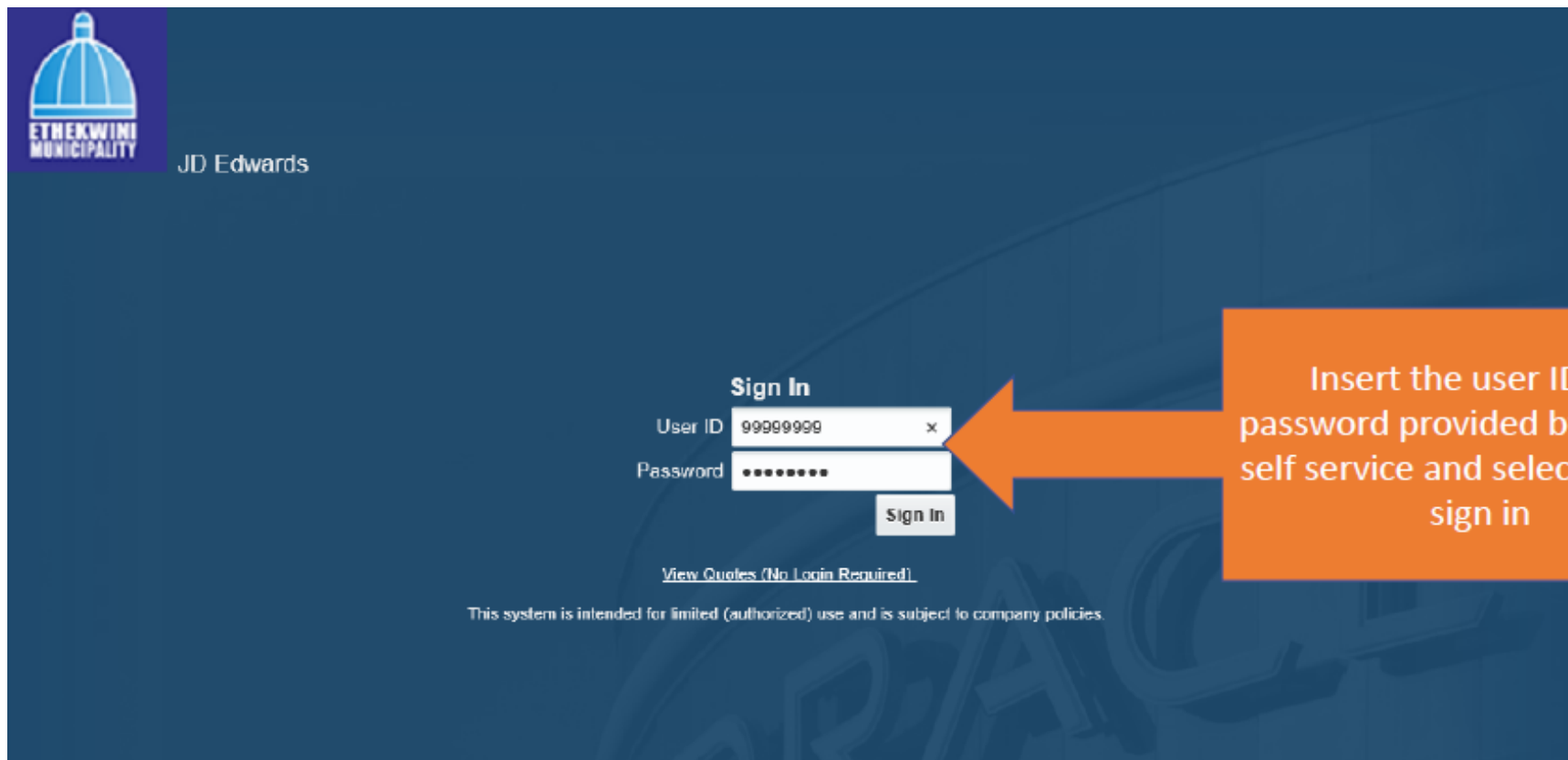
Sign In

To view quotes only, you can login to SSS using the username 'public' and the password 'public'. However, please note that this login will not allow you to submit official quotes on SSS.

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GUIDE TO SSS PASSWORD RESET

SCREEN 1



 JD Edwards

Sign In

User ID

Password

[View Quotes \(No Login Required\)](#)

This system is intended for limited (authorized) use and is subject to company policies.

Insert the user ID and password provided by supplier self service and select enter or sign in

INSTRUCTIONS OF CHANGING & CREATING NEW PASSWORD

SCREEN 2

JD Edwards

Sign In Error: Your password has expired. Please change your password.

Sign In

User ID

Old Password

New Password

Confirm Password

User Id and old password is the same as previous screen, the info that was provided by Supplier self service

New password and confirm password(is the same) must be 12 characters and include 1 capital letter and special characters eg) EtheKwini@12

To view quotes only, you can login to SSS using the username 'public' and the password 'public'. However, please note that this login will not allow you to submit official quotes on SSS.

USER SIGN IN HAS BEEN DISABLED REFER NEXT PAGE FOR COMMENTS

REASONS FOR YOUR PASSWORD BEING DISABLED

The incorrect password has been entered, more than 3 times and the system has **BLOCKED YOU**.

To reset the password **temporarily** please email supplier.selfservice@durban.gov.za.

The password will always be reset to the original user id eg. 305 11111.

New password must be 12 characters long and change must be done within 24 hours. It must contain at least 1 uppercase character, 1 lowercase character, a numeric character and a special character eg. !, @, #, \$, %, &, *.

- The internet browser has remembered the old password when you have updated the password
- For your security, it is compulsory that you change your password monthly. **30 Days from reset**
(this is an audit requirement for the system)
- The system has blocked you **due to not updating the password monthly. – (Inactivity)**
- Please ensure that you log in daily to see prompts to change your password.

USER NAVIGATION

How to submit / send through quotations. All quotations must be submitted online, via the system.

EXAMPLES OF RFQ TYPES:

QK - SERVICE ORDERS

QM - NON-STOCK ORDERS

QR - STOCK ORDERS

EJ - TENDERS

TO SEARCH FOR A RFQ WITH A RFQ NUMBER PROVIDED.

INSERT THE RFQ NUMBER IN THE TAB ABOVE RFQ NO AND SELECT SEARCH

JD Edwards DUMMY VENDOR - PURCHASING

View Requests For Quotation - RFQ - View Current RFQ's Query: All Records

Tools

☐ Line Items ☐ Group Items ☒ All Items

Email

Phone

Records 1 - 30 Customize Grid SSS 3rd Item

	RFQ No	RFQ Type	RFQ Line	Item Reference	Item Description	Item Description 2	3rd Item Number	Quantity Required
☐	109632	QM	1.000	108815	AR STOOLS FOR UMLAZI AA	HIGH BACK LEATHER VISITORS	108815	2.000
☒	109675	QM	1.000	NS	Vertibind Plain Royal Blue	127 mm blade- spec attached	NS	1.000

Query: All Records

✓ 🔍 ✕ ⚙️ Tools

**This is your select / okay button.
click to select and also to submit
quote.**

***** Public Notice *****

Filter by Group Filter by Division Defaults

Group

Sub Group	*
-----------	---

☐ Line Items ☐ Group Items ☒ All Items

Show My Quotes

Session ID Details

Supplier Ref 99999999 DUMMY VENDOR - PURCHASING

Contact Name

Email Phone

Records 1 - 30 >

Customize Grid

SSS 3rd Item

Row:1		RFQ No	RFQ Type	RFQ Line	Item Reference	Item Description	Item Description 2	3rd Item Number	Quantity Required
		75302	QM	1.000	110658	Asphalt SA - S14		110658	10000.000
		83972	OQ	1.000	NS	disconnect,supply,install	aviation lights	NS	2.000
		108958	QM	1.000	NS	wood chips 30 cubic metres	Service or Non-Stock Item	NS	1.000
		109383	QR	1.000	8330293	RIM NEW 22.5X8.25 STUD SPIGOT		225RIM825SS	30.000
		109620	QM	1.000	39141000	CD AND DVD STAND	ROTATING TOWER	39141000-2	1.000
		109632	QM	1.000	108815	BAR STOOLS FOR UMLAZI AA	HIGH BACK LEATHER VISITORS	108815	2.000

VIEWING RFQ AND COMPLETING PRICING.

JD Edwards
DUMMY VENDOR - PURCHASING

View Requests For Quotation - RFQ - RFQ Cart

Tools

Order Ref
00342 QM 75302

Supplier Reference Details
PR999999! 99999999 DUMMY VENDOR - PURCHASING

Tax Details
Tax Registration No
Tax Cert Expiry Date

Supplier Master Details
Total Points Allocation
BEE Cert Expiry Date
Hold Orders Code
No Days to Expiry

Please make sure that this information is updated. All updates are done via Eprocurement@durban.gov.za or Via the Vendor Portal system.

Records 1 - 1
Customize Grid

	Original or Equivalent *	Item Number	Item Description	3rd Item Number	Item Description 2	Quantity Required	UM	Unit Price *	Amount Excl VAT
		110658	Asphalt SA - S14			10000.000		1.00	10000.00

RFQ Information

Clarification Meeting
☐ Clarification Meeting Mandatory
Date Time
Address Line 1
Address Line 2

RFQ Dates
Date Expiry 17:00
Date Publish
Quote valid until

Documents Required
☐ Documents Required
Comments

ASSISTANCE WITH ORIGINAL OR EQUIVALENT SELECTION

JD Edwards
DUMMY VENDOR - PURCHASING

View Requests For Quotation - RFQ - RFQ Cart

Tools

Order Ref: 00342 QM 75302

Supplier Reference Details: PR999999 99999999 DUMMY VENDOR - PURCHASING

Tax Details: Tax Registration No. Tax Cert Expiry Date

Supplier Master Details: Total Points Allocation Hold Orders Code BEE Cert Expiry Date No Days to Expiry

Records 1 - 1

Original or Equivalent	Item Number	Item Description	3rd Item Number	Item Description 2	Quantity Required	UM	Unit Price	Amount Excl VAT
	1 0658	Asphalt SA - S14			10000.000		1.00	10000.00

RFQ Information

Clarification Meeting: ☐ Clarification Meeting Mandatory

Date Time

RFQ Dates: Date Expiry 17:00 Date Publish Quote valid until

Documents Required: ☐ Documents Required

Enter the final price, this can be edited until the closing date and time.

Click on the magnifying glass and select from the list of user defined codes.
An original - will be a brand name
An equivalent - is not a brand name
For example Sunlight and not sunlight

SELECTING FROM THE USER DEFINED CODE – (ORIGINAL / EQUIVALENT)

JD Edwards

DUMMY VENDOR - PURCHASING

View Requests For Quotation - RFQ - F

Select User Define Code

Product Code: 55 Reserved for Clients

User Defined Codes: S1 SSS Supplier Item Description

Description:

Description 2:

Records 1 - 3

Code	Description	Description 2
☒ .SELECT..	Select Value	
☐ EQUIVALENT	Substituted item replacement	Attachment of item picture req
☐ ORIGINAL	Original item as specified	

These are the only two options to choose from. Then select Okay or select again.

Order Ref: 00342 QM 75302

Tax Details

Tax Registration No:

Tax Cert Expiry Date:

Records 1 - 1

Original or Equivalent: ☒ Item Number: 110658

RFQ Information

Clarification Meeting

Clarification Meeting Mandatory: ☐

Date Time:

Address Line 1:

Address Line 2:

Quantity Required: 10000.000 UM: Unit Price: 1.00 Amount Excl VAT: 10000.00

ADDING A DELIVERY ADDRESS:

View Requests For Quotations - RFQ - RFQ Cart

Tools

Order Ref
00342 QM 75302

Supplier Reference Details
PR999999! 99999999 DUMMY VENDOR - PURCHASING

Tax Details
Tax Registration No
Tax Cert Expiry Date

Supplier Master Details
Total Points Allocation
BEE Cert Expiry Date
Hold Orders Code
No Days to Expiry

Records 1 - 1

3rd Item Number	Item Description 2	Quantity Required	UM	Unit Price	Amount Excl VAT	Delivery Date	Line Comment	Tax Charged	Amount Incl VAT
		10000.000		1.00	10000.00	2018/05/31		1500.00	11500.00

RFQ Information

Clarification Meeting
☐ Clarification Meeting Mandatory
Date Time
Address Line 1
Address Line 2

RFQ Dates
Date Expiry 17:00
Date Publish
Quote valid until

Documents Required
☐ Documents Required
Comments

Calendar: May 2019
SUN MON TUE WED THU FRI SAT
28 29 30 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31 1

CONTACT DETAILS OF THE BUYERS AND LINE DEPARTMENTS

JD Edwards DUMMY VENDOR - PURCHASING

View Requests For Quotation - RFQ - RFQ Cart

Tools

Clarification Meeting
☐ Clarification Meeting Mandatory
Date Time
Address Line 1 For More Info, Contact
Address Line 2 Reena - 031 3115020
City
Postal Code
Additional Info

RFQ Dates
Date Expiry 2019/05/21 17:00
Date Publish 2019/05/14 Quote valid until 2019/05/25
Documents Required
☐ Documents Required
Comments
Specification Required
☐ Specifications Required
Comments

Buyers Information
Buyer Number 12154723 Ndimande Sibongiseni
Phone 031 311-9291 Email NdimandeS@elec.durban.gov.za

Respondants Contact Details
Contact... Phon...
Email *

Delivery Address
75 ASTRAL DRIVE DURBAN
CHATSWORTH 4092

Submit

Shows buyers information, contact numbers for the line/end user department.

RESPONDENTS' DETAILS

JD Edwards DUMMY VENDOR - PURCHASING

View Requests For Quotation - RFQ - RFQ Cart

Tools

Postal Code

Additional Info

Specification Required

☐ Specifications Required

Comments

Buyers Information

Buyer Number *Ndimande Sibongiseni*

Phone Email

Respondants Contact Details

Contact... Phon...

Email *

Delivery Address

Fill in the Name, contact number and email address. The buyer will contact you if successful.

ALL COMPLETED QUOTED WILL APPEAR UNDER "MY QUOTES"

JD Edwards DUMMY VENDOR - PURCHASING

View Requests For Quotation - RFQ - View Current RFQ's Query: All Records

Tools

☐ Line Items
 ☐ Group Items
 ☒ All Items
 Show My Quotes

Email Phone

Records 1 - 30 Customize Grid SSS 3rd Item

	RFQ No	RFQ Type	RFQ Line	Item Reference	Item Description	Item Description 2	3rd Item Number	Quantity Required
☐	109632	QM	1.000	108815	AR STOOLS FOR UMLAZI AA	HIGH BACK LEATHER VISITORS	108815	2.000
☒	109675	QM	1.000	NS	Vertibland Plain Royal Blue	127 mm blade- spec attached	NS	1.000
☐	110124	QM	1.000	110363	FORESCOUT EYESIGHT AND EYECONT	LICENSE FOR 100 ENDPOINTS(FS-L	110363	1.000
☐	110124	QM	2.000	110363	FORESCOUT 5120 HW APPLIANCE	(FS-HW-5120)	110363	1.000
☐	110124	QM	3.000	110363	ACTICR ADVNCD 3 YR FRSTCT EYESG	& EYECNT FR 100PNT(FS-AC-ASGT-	110363	1.000
☐	110124	QM	4.000	110363	ACTIVE ADVNCD 3 YR FRSTCT 5120HW	APPLIANCE(FS-AC-A-HW-5120-3)	110363	1.000
☐	110392	QM	1.000	50760000	ONE SIZE 10 SPECIAL SAFETY	BOOTS AS PER ATTACHED MEDICAL	50760000-0	1.000
☐	110481	QM	1.000	NS	Cheque with Remittance	as per Nedbank requirements	NS	14000.000

RFQ Information

Meeting Details

Verification Meeting Required

Meeting

RFQ Expiration

This Quote expires on : 2019/05/21 Time 170000

Quote valid until 2019/05/25

The following documents are required

VIEWING ATTACHMENT

Once you have clicked on the paper clip the document will appear and is available to be downloaded and filled in if need be or for more information

View Requests For Quotation - RFQ - View Current RFQ's

Query | All Records

Filter by Group Filter by Division Defaults

Group *

Sub Group *

Session ID Details

Supplier Ref 99999999 DUMMY VENDOR - PURCHASING

Contact Name

Email

Phone

View Expired RFQ's

Use Items Group Items All Items Show My Custom

Records 101 - 148 of 148 Customize Grid SSS 3rd Item

	RFQ No	RFQ Type	RFQ Line	Item Reference	Item Description	Item Description 2	3rd Item Number	Quantity Required	Contract Request Number
	213251	QK	1.000	1141907	REMOVAL OF SAND, SILT & DEBR	FROM BLUFF GOLF COURSE	1141907	1.000	
	213255	QK	1.000	50323000	Senior network engineering	support rate per hour 160hrs	50323000-5	1.000	
	213256	QK	1.000	50323000	ISP Billing & Wavleaves	Processing	50323000-5	1.000	
	213260	QK	1.000	30191000	Calibrating and Validation	ure.	30191000-4	2.000	
	213261	QK	1.000	90513500	Disposal of ZSL Formaldeh	liquids.	90513500-1	16.000	
	213261	QK	2.000	90513500	Disposal of ZSL Ethanol	liquids.	90513500-1	11.000	
	213261	QK	3.000	90513500	Disposal of Skg Vermiculite	liquids.	90513500-1	1.000	
	213314	QM	1.000	35113400	Chambray Magnum S/S with	-	35113400-3	4.000	

Information

RFQ Expiration

CLICK ON THE PAPER CLIP NEXT TO RFQ NUMBER TO DISPLAY THE ATTACHMENT

UPLOADING AN ATTACHMENT ON SSS SYSTEM

JD Edwards DUMMY VENDOR - PURCHASING

View Requests For Quotation - RFQ - RFQ Cart

Tools

Order Ref: 00282 OK 213256 Supplier Reference Details: PR00000000 00000000 DUMMY VENDOR - PURCHASING

Tax Details: Tax Registration No. Tax Cert Expiry Date Supplier Master Details: Total Points Allocation Hold Orders Code BEE Cert Expiry Date No Days to Expiry

Records 1 - 1

Original or Equivalent	Item Number	Item Description	2nd Item Number	Item Description 2	Quantity Required	UM	Unit Price	Amount Excl/VAT	Delivery Date	Line Comment
☒	30323000	ISP Billing & WklyLeaves	30323000-5	Processing	1.000	EA			2023/02/22	

RFQ Information

Clarification Meeting: ☒ Clarification Meeting Mandatory Date Time: 2023/03/24 11H30AM Address Line 1: 4TH FLOOR BOARDROOM Address Line 2: RENNIES BUILDING City: Postal Code: Additional Info:

RFQ Dates: Date Expiry: 2023/03/09 17:00 Date Publish: 2023/03/02 Quote valid until: 2023/03/31

Documents Required: ☐ Documents Required Comments:

Specification Required: ☐ Specifications Required Comments:

CLICK ON THE BLUE ICON ON THE FAR RIGHT

Form Favorites Attachment Customized List

NAVIGATING WHEN ATTACHING A DOCUMENT

JD Edwards View Requests For Quotation - RFQ - RFQ Cart

https://rfq.durban.gov.za/jde/E1Menu.maf?jdeowpBackButtonProtect=PROTECTED

eThekweni Municipality | Request for Quotation

BHABHATHA JOEMAN

View Requests For Quotation - RFQ - RFQ Cart

Tools

Order Ref: 00327 OQ 83972 Supplier Reference Details: PR82277 31033719 BHABHATHA JOEMAN

Tax Details: Tax Registration No: 9418230190 Overall Tax Status: Tax Compliant

Supplier Master Details: Total Points Allocation: 20 BEE Cert Expiry Date: 2023/03/15 Hold Orders Code: No Days to Expiry: 490-

Records 1 - 1

Original or Equivalent	Item Number	Item Description	3rd Item Number	Item Description 2	Quantity Required	UM	Unit Price	Amount Excl VAT	Delivery Date	Line Comment
..SELECT..	NS	disconnect,supply,install	NS	aviation lights	2.000	EA	.00	.00	2018/07/17	

RFQ Information

Clarification Meeting

☐ Clarification Meeting Mandatory

Date Time: Address Line 1: Address Line 2: City: Postal Code: Additional Info:

RFQ Dates

Date Expiry: Date Publish: Quote valid until:

Documents Required

☐ Documents Required

Comments:

Specification Required

☐ Specifications Required

Comments:

Buyers Information

Buyer Number: Phone: Email:

Respondants Contact Details

Contact... Phon... Email:

Delivery Address

MOSES MABHIDA STADIUM DURBAN 4000

Submit

Attachment Manager

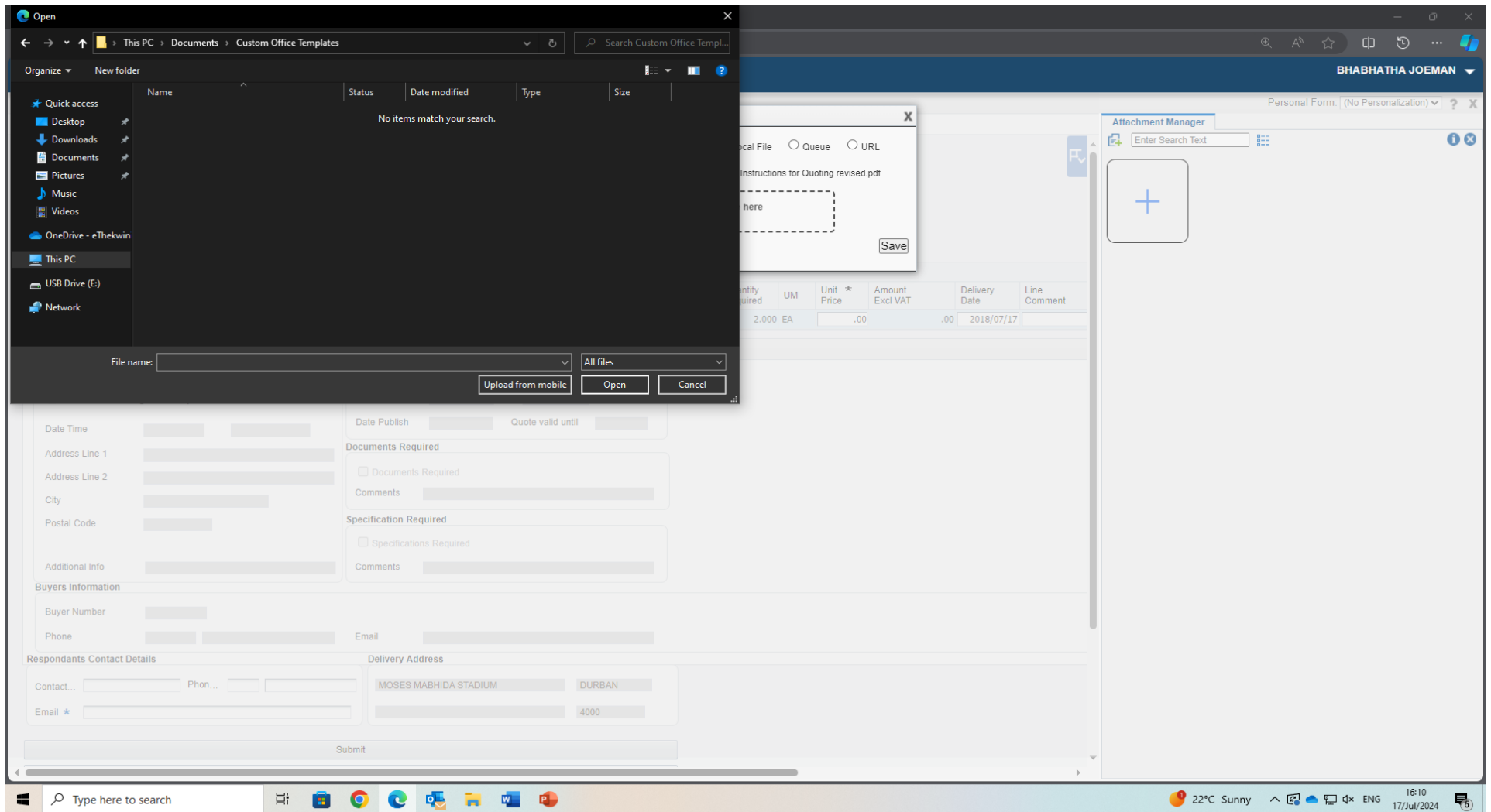
Enter Search Text

Click or Drop Files

Type here to search

23°C Sunny 15:43 17/Jul/2024

SELECT THE FILE YOU WISH TO UPLOAD



AFTER SELECTING CLICK SAVE TO UPLOAD DOCUMENT

View Requests For Quotation - RFQ - RFQ Cart

Tools

Order Ref: 00327 OQ 83972 Supplier Reference Details: PR82277 31033719 BHABHATHA JOEMAN

Tax Details: Tax Registration No: 9418230190 Overall Tax Status: Tax Compliant Supplier Master Details: Total Points Allocation: 20 BEE Cert Expiry Date: 2023/03/15 Hold Orders Code: No Days to Expiry

Records 1 - 1

Original or Equivalent	Item Number	Item Description	3rd Item Number	Item Description 2	Quantity Required	UM	Unit Price	Amount Excl VAT	Delivery Date	Line Comment
..SELECT..	NS	disconnect,supply,install	NS	aviation lights	2,000	EA	.00	.00	2018/07/17	

RFQ Information

Clarification Meeting: ☐ Clarification Meeting Mandatory

Date Time: Address Line 1: Address Line 2: City: Postal Code: Additional Info:

Buyers Information: Buyer Number: Phone: Email:

Respondants Contact Details: Contact: Phon: Email:

RFQ Dates: Date Expiry: Date Publish: Quote valid until:

Documents Required: ☐ Documents Required Comments:

Specification Required: ☐ Specifications Required Comments:

Delivery Address: MOSES MABHIDA STADIUM DURBAN 4000

Submit

Attachments

Attachment Type: ☒ Local File ☐ Queue ☐ URL

Local File: No file chosen

or drop file here

Attachment Manager

Enter Search Text

+

FOR MORE INFORMATION EMAIL :
supplier.selfservice@durban.gov.za

<https://youtu.be/yijlxqisjz8->

(SSS GUIDE IN ENGLISH)

[https://youtu.be/vdszib0hppk -](https://youtu.be/vdszib0hppk-)

(SSS GUIDE IN ISIZULU)

thank you!



By 2030 eThekweni will be Africa's most caring and liveable city