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1. Introduction

The purpose of this document is to serve as a reference guide on how the approved Central Supplier Database (hereafter CSD) primary and secondary users in the Supply Chain Management (SCM) division of an Organ of State to search for potential suppliers.

Recommended browsers include:

- Chrome from version 40
- Firefox from version 36
- Internet Explorer from version 11
- Opera from version 26
- Safari from version 7

Captcha Service: Note the Captcha service is used to prevent irrelevant or unsolicited messages sent over the Internet.

2. Access to the CSD

Organs of state will be required to have access to the internet.

The www.csd.gov.za URL needs to be entered in the user's web browser to access the CSD

3. Typographical conventions and icons

The typographical conventions used in this document are illustrated in the table below:

Convention / Icon	Object or term	Example
Bold	Button, link, message wordings or tab on screen or toolbar	Click on Log in
 Note	Look out for important information.	A password must contain a minimum of 8 characters and include a capital letter, a lower case letter, a number and a special character

CSD Search Functionality Onboarding Approach

The CSD search functionality onboarding approach outlines the process from when the organs of state obtain primary user access to where they can search for verified suppliers on the CSD.

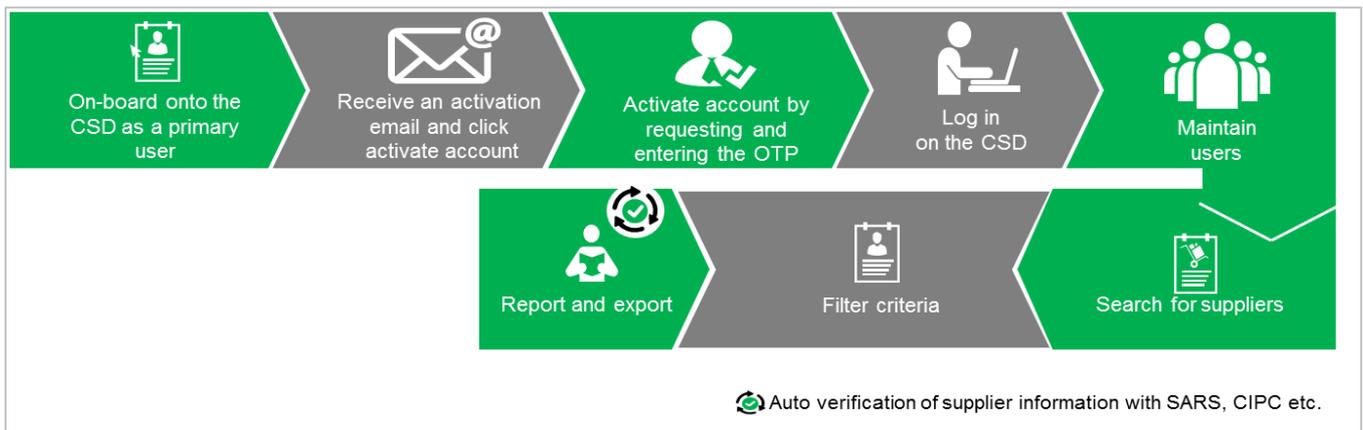


Figure 1 – CSD Search Functionality On-boarding Approach

4. On-board onto the CSD as a primary user

The following section describes the primary user on-boarding process in more detail. Organs of state are required to complete the on-boarding process in order to obtain access to the supplier search function. Obtaining primary user access involves the following steps:

Actions:

1. Request organ of state **primary user application** form from business.support@csd.gov.za.
 (Only one person can be identified as the primary user per organ of state)
2. OCPO office confirms and **approves** the requestor
3. **Business support** returns the primary user application form to the requestor
4. The organ of state completes form and obtains Accounting Officer's approval, the completed form is submitted to business.support@csd.gov.za
5. CSD support creates the **primary user**

5. Activate account

Once the primary user has been created the account must now be activated. This is done by means of confirming that the e-mail and cellphone details provided are indeed accurate and linked to an individual.

Actions:

1. Open the CSD activation e-mail and click on the **Activate Account** link
2. Click on **Request OTP**
 A One Time Pin (OTP) is sent as an SMS to the cellphone number provided in the primary user access form
3. Enter the OTP in the Account Activation screen
4. Click on the **Submit** button

- The following message will be displayed: *Account activated.*
- The message will have a **Log In** link



NOTIFICATION

 CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT

Dear ...

You have been registered on the CSD system.
Please click the link below to activate your account.

[Activate Account](#)

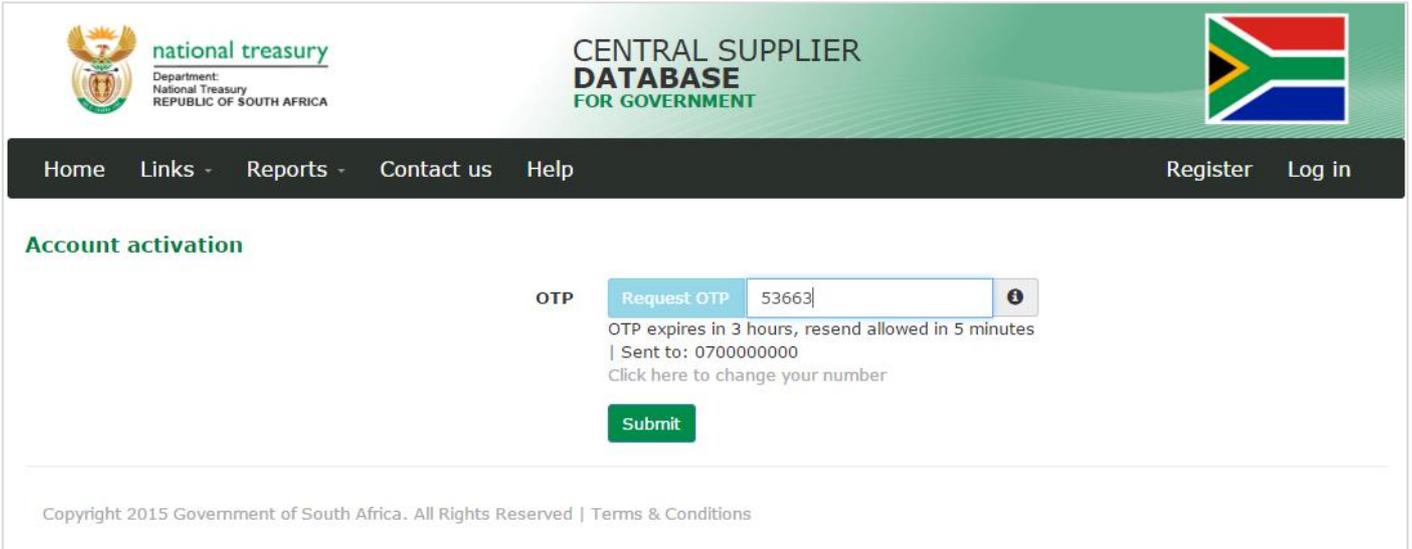
Please copy and paste the url below to your internet browser if the above link does not work.
<https://test.csd.gov.za/Account/ActivateAccount?U=2a152bf4-45e8-46f7-a270-a6e0ecb7df30&T=30469b00-b0ab-45d3-b337-528a6a6c20ae>

Once your account has been activated, you can use the following password to log in. You will be prompted to change your password after logging in.
Password: **Password26506**

 **national treasury**
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

FOR MORE INFORMATION:
Central Supplier Database Contact Centre
eMail: CSD@treasury.gov.za

Figure 2 – Account activation email



national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT

Home Links - Reports - Contact us Help Register Log in

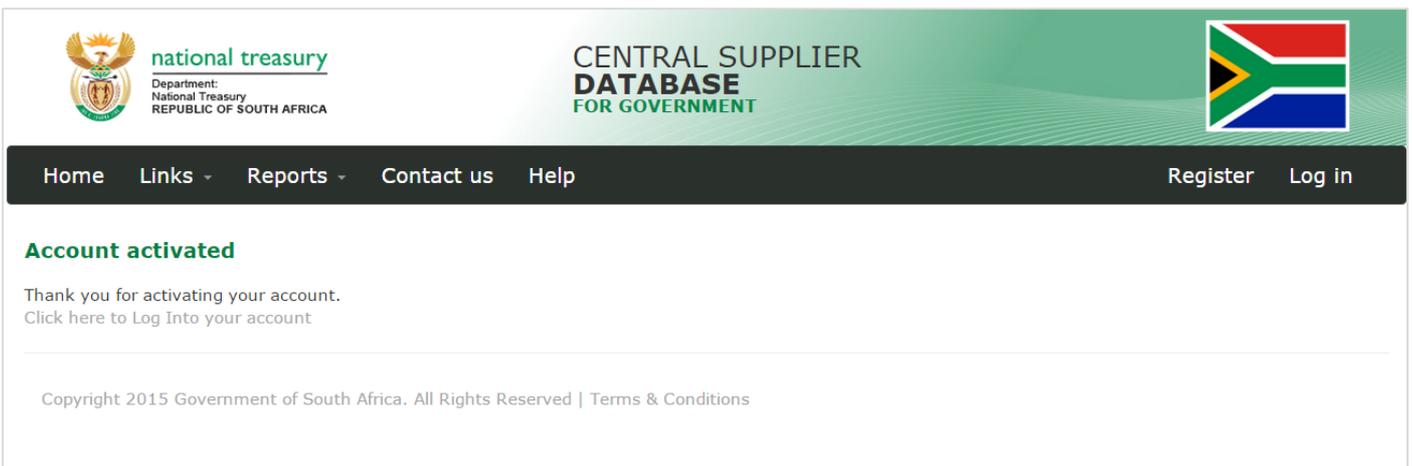
Account activation

OTP ⓘ

OTP expires in 3 hours, resend allowed in 5 minutes
| Sent to: 0700000000
Click here to change your number

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Figure 3 – Account activation screen



national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT

Home Links - Reports - Contact us Help Register Log in

Account activated

Thank you for activating your account.
Click here to Log Into your account

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Figure 4 – Account activation message

5.1. Log-in

Once the organ of state user has successfully activated their primary user account, the organ of state user can then log in on the CSD.

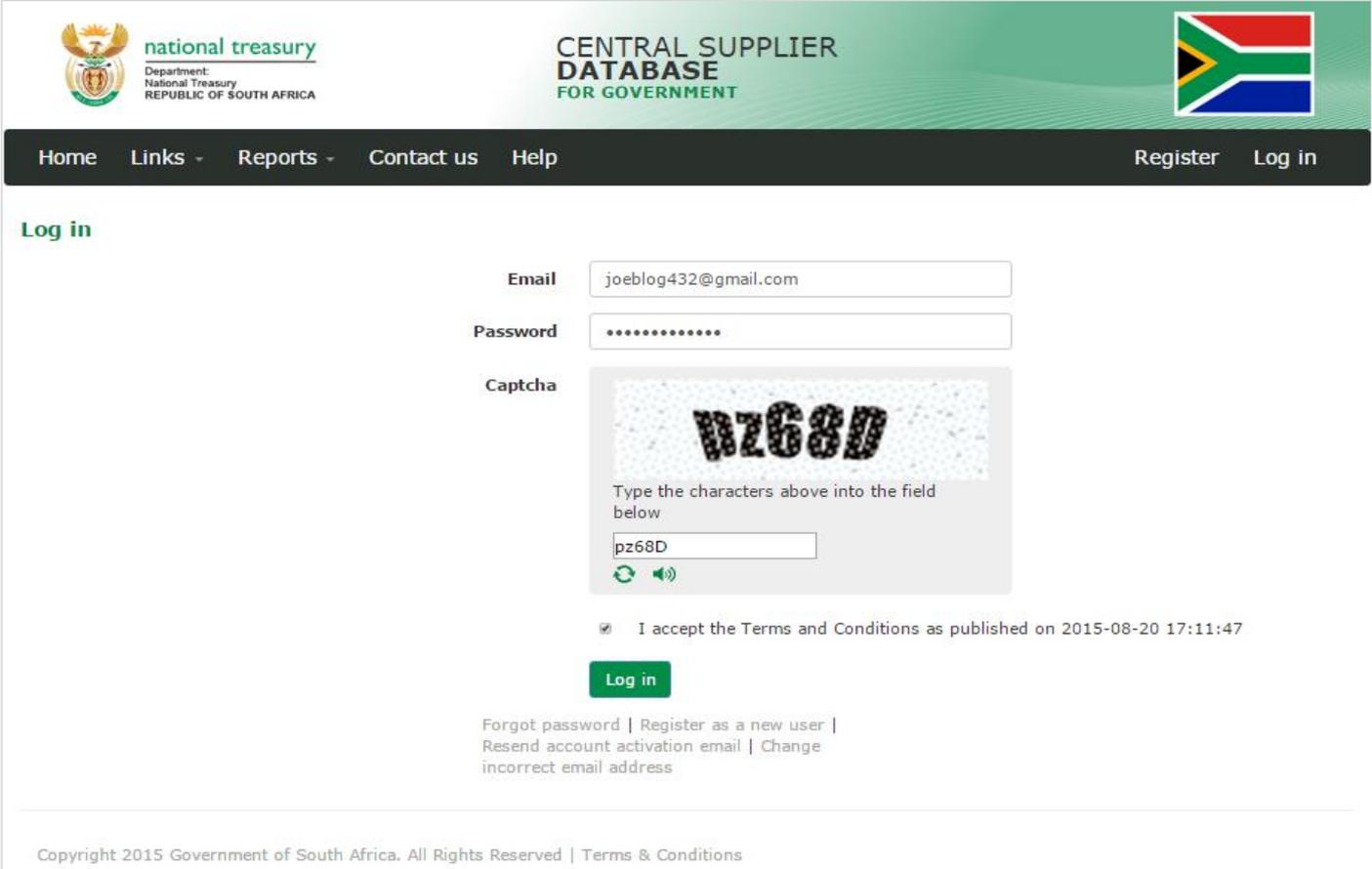
Actions:

1. Click on **Log in** on Home page
2. Enter registered e-mail address
3. Enter the temporary password
4. Click on **Log in** button
5. Click **I accept** on the terms and conditions
6. **Reset** the temporary password



Actions:

-  A password must contain a minimum of 8 characters and include a capital letter, a lower case letter, a number and a special character
7. Select and answer **three security questions**
8. Click on **Reset**
- User will be navigated to the CSD Home page



The screenshot shows the login interface of the Central Supplier Database. At the top, there is a header with the National Treasury logo and the text 'national treasury Department: National Treasury REPUBLIC OF SOUTH AFRICA'. To the right, it says 'CENTRAL SUPPLIER DATABASE FOR GOVERNMENT' and features the South African flag. Below the header is a navigation bar with links for 'Home', 'Links', 'Reports', 'Contact us', and 'Help', along with 'Register' and 'Log in' buttons. The main content area is titled 'Log in' and contains three input fields: 'Email' (with the value 'joeblog432@gmail.com'), 'Password' (with masked characters), and 'Captcha'. The captcha image shows the characters 'pz68D' and includes a text box where the user has entered 'pz68D'. Below the captcha, there is a checkbox for 'I accept the Terms and Conditions as published on 2015-08-20 17:11:47'. A green 'Log in' button is positioned below the checkbox. At the bottom of the login area, there are links for 'Forgot password', 'Register as a new user', 'Resend account activation email', and 'Change incorrect email address'. The footer of the page contains the text 'Copyright 2015 Government of South Africa. All Rights Reserved | Terms & Conditions'.

Figure 5 – Log In



Password expired and must be changed

Current password

New password

Confirm password

Security question 1

Security question 1 answer

Security question 2

Security question 2 answer

Security question 3

Security question 3 answer

Figure 6 – Password reset and security questions



Welcome, Primary OOS

- My account
- Manage Organ of State Users
- Log off

Welcome to the Central Supplier Database for the South African government. Here you are able to maintain your supplier information to-date and complete information. Click on My Suppliers to add, view or make changes to supplier information.

Click on Suppliers Details to add, view or make changes to supplier information.

Click on Registration Summary report to obtain verified supplier information.

Click on Action Log report to obtain a history of all changes by the user and the system to supplier information.

Figure 7 – CSD landing page



5.2. Edit account details

Users can make changes to their account details e.g. name, surname, e-mail etc.

Actions:

1. Click on **Account** on the Landing page
 - The information of the user that is logged in will be displayed
2. Edit any of the fields
3. Click on **Submit**
 - A message will display saying *Account details updated successfully*

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Home Search Links - Reports - Contact us Help - Account -

My Account Detail

Click here to get more info on this section

Name (s)	Joe
Surname	Blog
Cellphone number	0728932322
Email	temp121@mailinator.com
Identification type	Foreign Identification Number
Foreign identification number	FN1234
Work permit number	FN1123
Security question 1	What was the name of your ele...
Security question 1 answer	Lee Rand
Security question 2	In what town or city was your f...
Security question 2 answer	Pretoria
Security question 3	What is your mother's maiden n...
Security question 3 answer	Maroga

Submit Change Password

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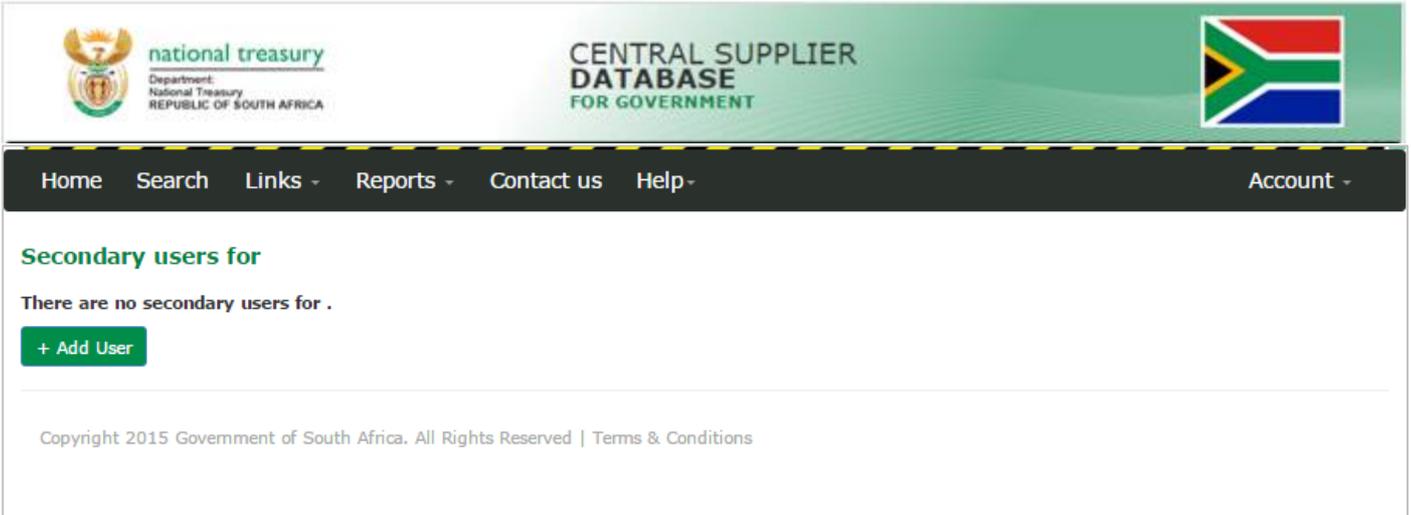
Figure 8 – My Account detail

6. Maintain organ of state users

An organ of state primary user can add and maintain organ of state secondary users. Only the primary user has the functionality to create secondary users. To create secondary users follow these steps:

Actions:

1. Click on **Account** and on **Manage Organ of State Users**
2. Click on **Add User**
3. Enter the details of the secondary organ of state user on the Create an organ of state user page
4. Click **Create User**
5. The secondary Organ of state user obtains activate account email to activate their account



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CENTRAL SUPPLIER
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FOR GOVERNMENT

Home Search Links - Reports - Contact us Help - Account -

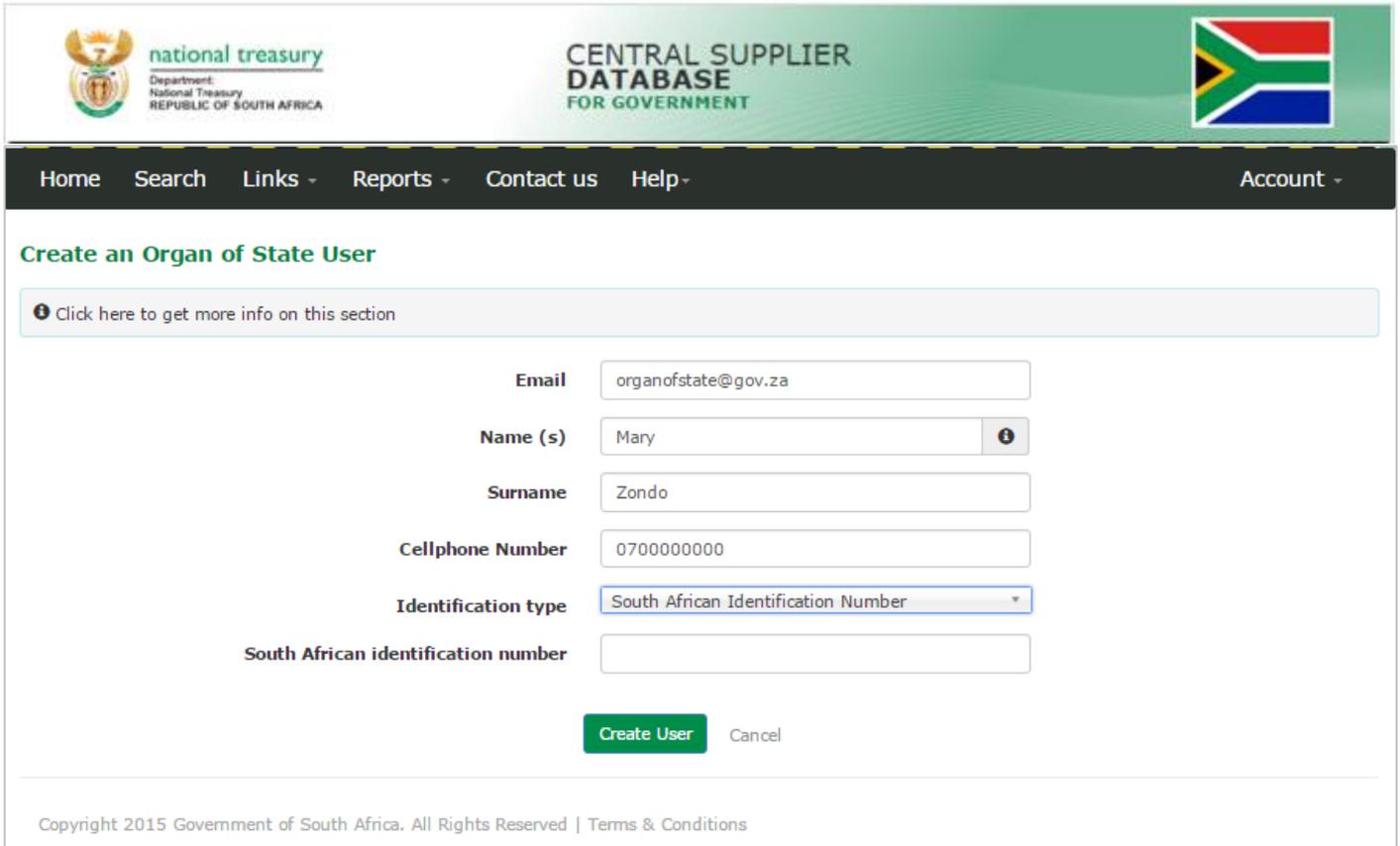
Secondary users for

There are no secondary users for .

+ Add User

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Figure 9 – Secondary user list



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CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT

Home Search Links - Reports - Contact us Help - Account -

Create an Organ of State User

Click here to get more info on this section

Email

Name (s) ⓘ

Surname

Cellphone Number

Identification type

South African identification number

[Cancel](#)

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Figure 10 – Add secondary user

7. Search for suppliers

This section allows the approved CSD primary and secondary users in the Supply Chain Management (SCM) division of an organ of state to search for potential suppliers. The supplier search is driven by four elements – the supplier commodity, delivery location, tax compliant indicator and local address indicator.

To search for a supplier(s), the user needs to action the following steps:

Actions:

1. On the home page, click **Search**
2. Enter the commodity you are looking for
 - The supplier **commodity** field has auto-complete capability. When a minimum of three characters is typed in, a popup with a list of options to select from becomes visible. Select a commodity you want to search on. The commodity may be specified at segment, family, class or commodity level.
3. Enter the **location** where the supplier will need to provide the goods and/or service.
 - The Delivery location field has auto-complete capability. When a minimum of three characters is typed in, a popup with a list of options to select from becomes visible. Select the location you want to search on. The delivery location may be specified at province, municipality, city or suburb level.
4. Use the **Sort by** dropdown to specify which column or field you want your search results to be ordered by.

Actions:

5. Use **Results per page** dropdown to specify the number of records you would want to display per page.
6. To only search for supplier that are tax compliant, select the **Tax compliant** checkbox.
7. To display only the suppliers who have saved addresses which match or are within the same location of the location value that is used in the search, select the **Local address** checkbox.
8. Click **Search** button to search for suppliers.
 - If there are matching records for the search input provided, the suppliers list will be displayed.

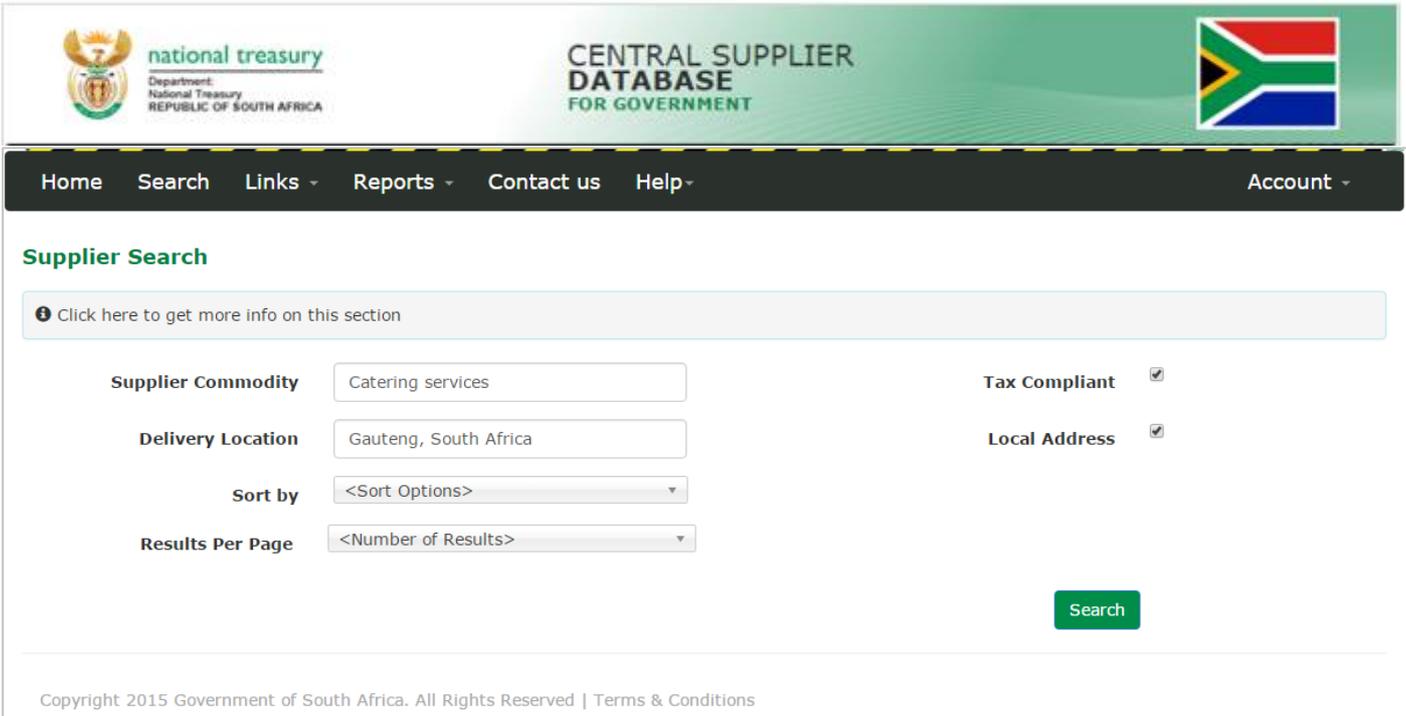


Figure 11 – Supplier search

8.1. Filtering the search results

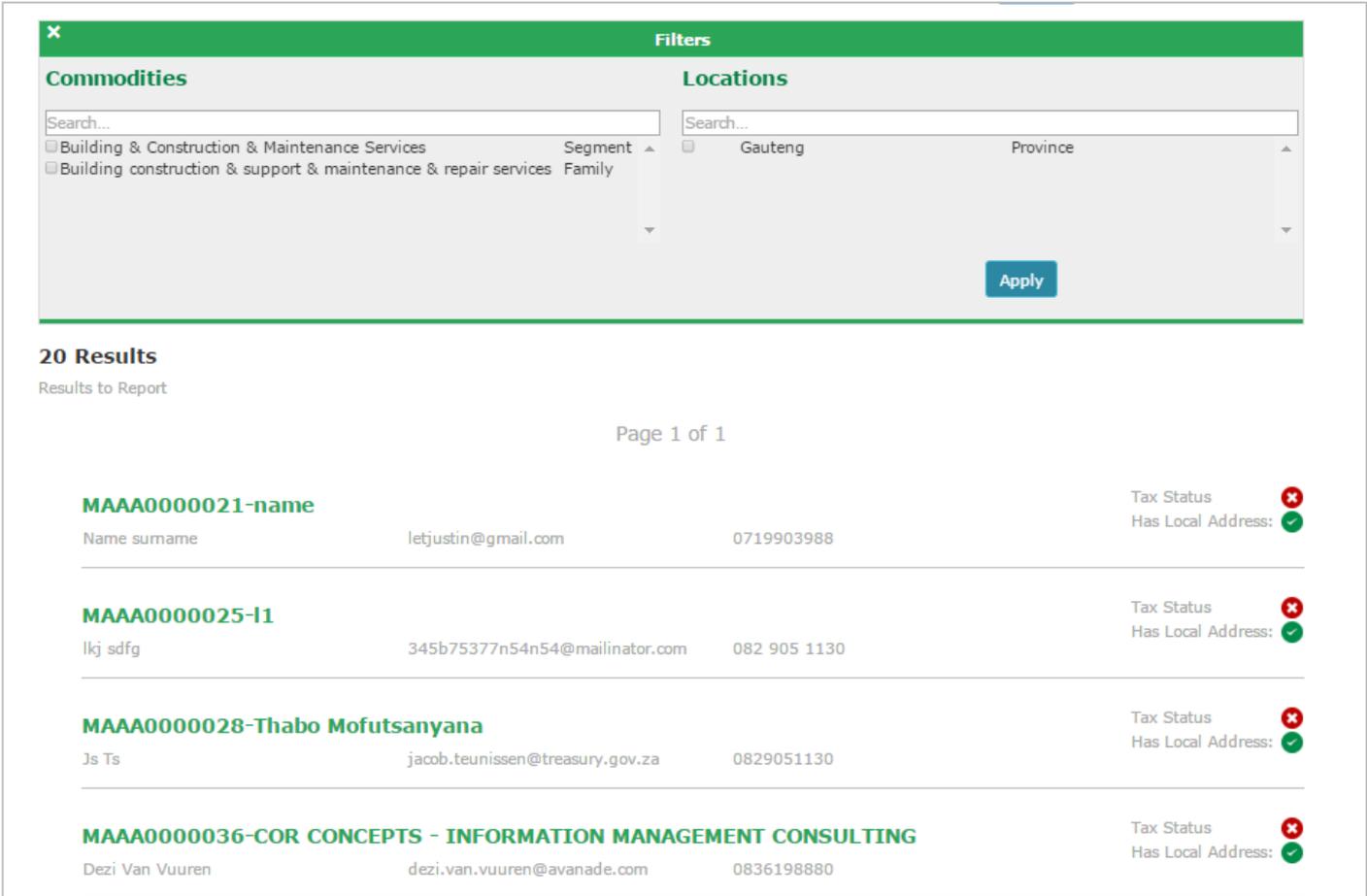
Searching for suppliers using the above fields, might return a wide result set. In order to refine the search and reduce the set further, additional filter criteria can be used. The Filters option is separated in two sections namely Commodities and Locations. To refine the search results, action the following steps:

Actions:

1. Click anywhere on the green Filters bar to hide/show filter options
2. Use the search box on Commodities section to search for a commodity. Select commodities from the filtered results.

Actions:

3. Use the search box on Locations section to search for a location. Select location(s) from the filtered results.
4. Click on the **Apply** button to refine the search.



Filters

Commodities

Search...

Building & Construction & Maintenance Services Segment

Building construction & support & maintenance & repair services Family

Locations

Search...

Gauteng Province

Apply

20 Results
Results to Report

Page 1 of 1

MAAA0000021-name			Tax Status
Name surname	letjustin@gmail.com	0719903988	Has Local Address:
MAAA0000025-I1			Tax Status
lkj sdfg	345b75377n54n54@mailinator.com	082 905 1130	Has Local Address:
MAAA0000028-Thabo Mofutsanyana			Tax Status
Js Ts	jacob.teunissen@treasury.gov.za	0829051130	Has Local Address:
MAAA0000036-COR CONCEPTS - INFORMATION MANAGEMENT CONSULTING			Tax Status
Dezi Van Vuuren	dezi.van.vuuren@avanade.com	0836198880	Has Local Address:

Figure 12 – Supplier search results

9. Reports

The purpose of the registration report is to provide a summary of supplier information. It only displays the information that has been submitted. It is important to note that Non-South African bank information, Accreditation information and B-BBEE information requires manual verification by the Organ of State. In order to view supplier information, two reports are available from the search results screen: Supplier registration summary report and Supplier list report.

Actions:

1. To obtain the **Supplier Registration Summary report** that shows a supplier's information including key statuses, click on a supplier record in the search result list.

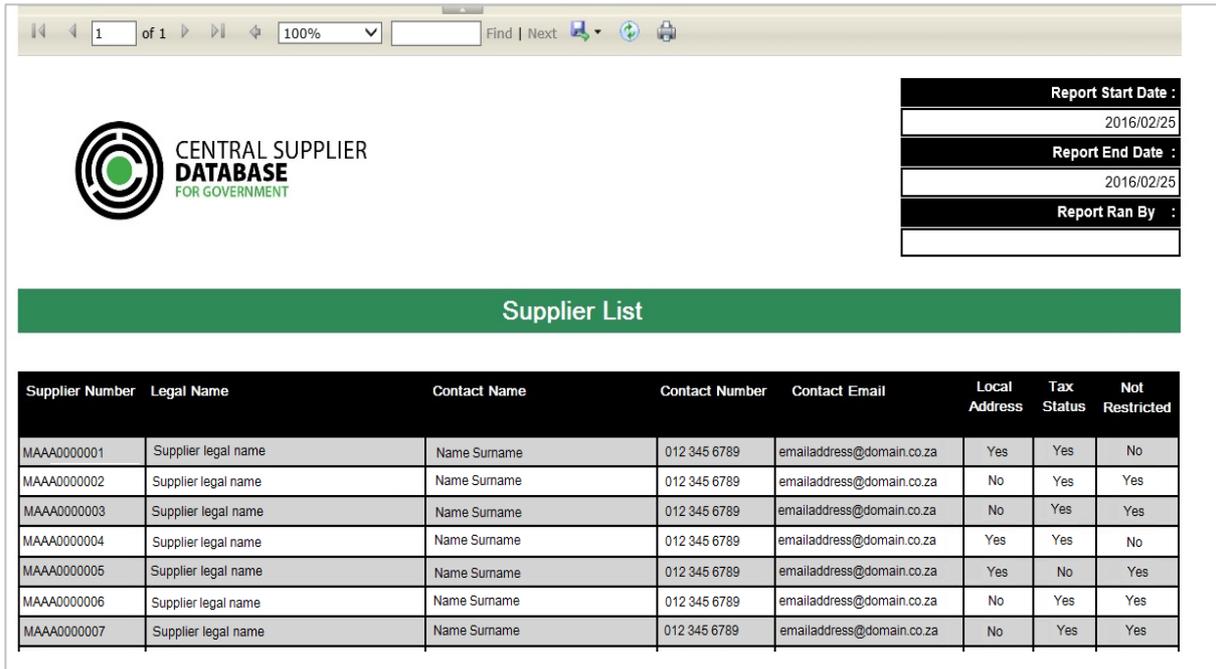


Actions:

- To obtain the **Supplier List report** that contains a list of suppliers that were returned by the search, click on the list report link in the search result list.

		Report Date: 26 Jan 2016 10:05:31 AM	
		Unique Registration Reference Nr: 04D72C28-0AD6-4EBB-B2CF-832B6713C725	
CSD REGISTRATION SUMMARY REPORT			
SUPPLIER IDENTIFICATION			
Supplier number	MAAA0000361	South African identification number	
Allow associates?	Yes	Government breakdown	Individual
Supplier type	Individual	Industry classification	Agriculture, forestry and fishing
Supplier sub-type	Individual	Business status	No Status
Legal name	legal name	Country of origin	South Africa
Identification type	South African Identification Number	Registration date	1900-01-01 12:00:00 AM
PREFERRED CONTACT			
Contact type	Administration	Prefer communication via email	Yes
Name(s)	Ja Te	Email address	
Identification type	South African Identification Number	Cellphone number	
South African identification number			
PREFERRED ADDRESS			
Address type	Physical	Postal code	000000
Address line 1	address line 1	Country	Serbia
Address line 2	address line 2		
PREFERRED ACCOUNT			
Account type	Current Accounts	Branch name	NEDBANK MONTANA PRETORIA

Figure 13 –Supplier Registration Summary report



Supplier Number	Legal Name	Contact Name	Contact Number	Contact Email	Local Address	Tax Status	Not Restricted
MAAA0000001	Supplier legal name	Name Surname	012 345 6789	emailaddress@domain.co.za	Yes	Yes	No
MAAA0000002	Supplier legal name	Name Surname	012 345 6789	emailaddress@domain.co.za	No	Yes	Yes
MAAA0000003	Supplier legal name	Name Surname	012 345 6789	emailaddress@domain.co.za	No	Yes	Yes
MAAA0000004	Supplier legal name	Name Surname	012 345 6789	emailaddress@domain.co.za	Yes	Yes	No
MAAA0000005	Supplier legal name	Name Surname	012 345 6789	emailaddress@domain.co.za	Yes	No	Yes
MAAA0000006	Supplier legal name	Name Surname	012 345 6789	emailaddress@domain.co.za	No	Yes	Yes
MAAA0000007	Supplier legal name	Name Surname	012 345 6789	emailaddress@domain.co.za	No	Yes	Yes

Figure 14: Supplier List report

9.1. Saving reports

All CSD reports offer the user the ability to export the report to various formats (pdf, excel, csv, html) for further use.

Actions:

1. Click the **Save**  icon at the top of the report (next to Find and Next)
2. Save in the format of choice for further use

10. Contact details

Contact National Treasury for further clarity on the process on business.support@csd.gov.za