Central Supplier Database
Search Functionality Training
## Agenda

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<th>Agenda Item</th>
<th>Presenter</th>
<th>Duration</th>
</tr>
</thead>
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<td>Welcome and Introductions</td>
<td>CSD Team</td>
<td>10 min</td>
</tr>
<tr>
<td>CSD Overview</td>
<td>CSD Team</td>
<td>20 min</td>
</tr>
<tr>
<td>Circular 3 of 2015/2016</td>
<td>CSD Team</td>
<td>10 min</td>
</tr>
<tr>
<td>CSD Support Approach</td>
<td>CSD Team</td>
<td>10 min</td>
</tr>
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<td>Overall Search Functionality Approach (including Demo)</td>
<td>CSD Team</td>
<td>20 min</td>
</tr>
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<td>CSD Team</td>
<td>10 min</td>
</tr>
</tbody>
</table>
CSD Overview
From the 2015 Budget Speech:

“…..a central supplier database will be introduced. Suppliers will only be required to register once when they do business with the state. This will significantly reduce the administrative burden for business, especially small and medium-sized enterprises. The database will interface with SARS, the Companies and Intellectual Property Commission and the payroll system. It will electronically verify a supplier’s tax and BEE status, and enable public sector officials doing business with the state to be identified. This intervention will also reduce the administrative burden for SCM practitioners and address many of the concerns raised by the Auditor-General every year.”
Overview of the CSD self-registration process

1. Access the CSD site on www.csd.gov.za
2. Register a new CSD account
3. Receive an activation email and click to activate account
4. Activate account by requesting and entering the OTP
5. Log in on the CSD

- Complete tax information
- Complete bank account information
- Complete address information
- Complete contact information
- Complete supplier identification information
- Complete directors/members information (if non-CIPC company)
- Complete associations (if relevant)
- Complete commodities information
- Complete B-BBEE information (future phase)
- Maintain users

- View reports
- View supplier overview information
- Organs of state access verified CSD supplier information
- A CSD supplier number and unique registration reference nr is auto-generated and communicated
- Click on Submit
- Complete notification information
- Complete accreditations (if relevant)

Auto verification of supplier information with SARS, CIPC etc.
National Treasury Circular NO 3 2015/2016

• In the transition period (1 September 2015 – 31 March 2016), accounting officers and accounting authorities are required to commence with the migration of their current supplier database to ensure accuracy and validity of information prior to mandatory implementation of the CSD.

• Institutions are required to forward their data (list of prospective suppliers) to the National Treasury. The data preparation and conversion job aid may be accessed on: http://ocpo.treasury.gov.za/Resource_Centre/CSD/JOB%20AID_CSD%20Data%20Preparation%20and%20Conversion.pdf
**National Treasury circular NO 3 2015/2016**

- It is not necessary for prospective bidders to submit hard copies as proof of compliance to key information as mentioned paragraph 7.2 of this circular if registered on the CSD. In a case where a prospective supplier is not registered on the CSD during the transition period, institutions may verify the prospective supplier’s key information manually till 31 March 2016.

- All institutions must provide CSD registration support to prospective suppliers who are unable to self-register or require assistance with registration.
Interim Process (1 September 2015 – 31 March 2016)

Certified Bank Account
BBBEE Certificate/Affidavit
Other Forms
Supplier Number
Unique Registration Reference Nr

Manual and Other Technical Vetting e.g.:
Commercial Banks
State employee

First point of Contact
Supplier Summary
Suppliers List
Bid and Quotations
New Process (From 1 April 2016)

Other Forms
B-BBEE Certificate/Affidavit
Supplier Number
Unique Registration Reference Nr

First point of Contact

Other Manual Technical Vetting:
- e.g. NIP, SETA’s, SANAS, IRBA, CIDB

FIN

CSD

SCM

Demand

Bid and Quotations
CSD Supplier and User Statistics as on 4 March 2016 at 11:59 am

<table>
<thead>
<tr>
<th>Province</th>
<th>29-Feb</th>
<th>04-Mar</th>
<th>Growth</th>
<th>%Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Western Cape</td>
<td>2504</td>
<td>2658</td>
<td>154</td>
<td>6%</td>
</tr>
<tr>
<td>North West</td>
<td>2810</td>
<td>3093</td>
<td>283</td>
<td>10%</td>
</tr>
<tr>
<td>Limpopo</td>
<td>6904</td>
<td>7285</td>
<td>381</td>
<td>6%</td>
</tr>
<tr>
<td>Northern Cape</td>
<td>703</td>
<td>733</td>
<td>30</td>
<td>4%</td>
</tr>
<tr>
<td>Mpumalanga</td>
<td>3743</td>
<td>3900</td>
<td>157</td>
<td>4%</td>
</tr>
<tr>
<td>KwaZulu-Natal</td>
<td>4239</td>
<td>4582</td>
<td>343</td>
<td>8%</td>
</tr>
<tr>
<td>Gauteng</td>
<td>13688</td>
<td>14515</td>
<td>827</td>
<td>6%</td>
</tr>
<tr>
<td>Free State</td>
<td>1364</td>
<td>1442</td>
<td>78</td>
<td>6%</td>
</tr>
<tr>
<td>Eastern Cape</td>
<td>3696</td>
<td>4021</td>
<td>325</td>
<td>9%</td>
</tr>
<tr>
<td><strong>National</strong></td>
<td>39651</td>
<td>42229</td>
<td>2578</td>
<td>7%</td>
</tr>
</tbody>
</table>

- On a daily basis, the number of registered suppliers increases by an average of **368**.
- On average it takes a supplier **15 minutes and 13 seconds** to successfully register on CSD.
Support Approach
CSD Support Approach

Supplier → Provincial Treasury / National Department → CSD Support Team

FAQ’s → Channels → FAQ’s

User Guide

Channels

User Guide

Channels

Channels
CSD Support Tool Application Process

Supplier Support Representative completes application form and registers on CSD

Supervisor reviews and completes application form

CFO approves and completes application form

National Treasury approves application form

Access is granted to the CSD Support Tool

End
Integration Services
Consumer access to information

1) **Online search** functionality via CSD application based on supplier Commodity and Location.

2) **Real time**: web services that are made available to OoS to consume supplier information from the CSD. Call and request latest update on supplier when needed.

3) **Bulk data**: files that are made available to OoS to consume supplier information from the CSD in bulk format.
The process on how to consume CSD information

1. Supplier self-registration
2. Extract
   - CSD
   - Bulk / Daily / Monthly
3. Transform
   - Mapping of Fields
4. Staging Area
   - Mapping of Suppliers
5. Load information
6. Demand / SCM / FIN
7. Real time verification of bank and tax additions/changes
System Account to access CSD services

1. Request OoS System Account application form
   [business.support@csd.gov.za]

2. OoS completes form and obtains CFO approval. Submit application

3. OCPO office confirms and approves the identity of the requestor

4. CSD support returns the system account application form to the requestor

5. OoS access CSD services

6. CSD support creates the system account

End
Overall Search Functionality Approach
Overall Search Functionality Approach

- On Board
- Log In
- Search for Suppliers
- Filter Criteria
- Report and Export
Accessing CSD Online Search Functionality (On Boarding)

Request OoS Primary User application form from business.support@csd.gov.za

OoS completes form and obtains Accounting Officer’s approval. Submit application

Primary user creates secondary users

CSD support creates the primary user

CSD support returns the primary user application form to the requestor

OCPO office confirms and approves the requestor

National Treasury

Organ of State
Demo of Search Tool
Welcome to the Central Supplier Database for the South African government.

The Central Supplier Database maintains a database of organisations, institutions and individuals who can provide goods and services to government. The CSD will serve as the single source of key supplier information for organs of state from 01 April 2016 providing consolidated, accurate, up-to-date, complete and verified supplier information to procuring organs of state.
Log In Page

Log in

Email: mail@gmail.com
Password: *********

Captcha: Type the characters above into the field below
spuCf

Log in

Forgot password | Register as a new user | Resend account activation email | Change incorrect email
Welcome, OrganOfStatePrimary OrganOfStatePrimary

Welcome to the Central Supplier Database for the South African government. Here you are able to maintain your supplier information, ensuring it is up-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.

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## Secondary User

**Email**: temp121@mailinator.com  
**Name(s)**: Joseph  
**Surname**: Moloto  
**Identification type**: Foreign Identification Number  
**Identification number**: 1212121212121  
**Work permit number**: 214cdsffifdf324343  
**Cellphone number**: 0728977173  
**Status**: Active  

[Deactivate]

---

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Create an Organ of State User

- **Email**: 
- **Name(s)**: 
- **Surname**: 
- **Cellphone Number**: 
- **Identification type**: South African Identification Number
- **South African identification number**: 

[Create User] [Cancel]
Location Search

Supplier Search

Supplier Commodity: Type the commodity you are looking for

Supplier Location: Moretele

Sort by:
- Moretele Park, Mamelodi
- Moretele View, Mamelodi
- Moretele SP, Moretele

Commodity required
Tax Compliant
Location required
Local Address

Search

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Search Results

20 Results

Page 1 of 1

MAAA0000061-BOATI INVESTMENTS AND PROJECTS
nontembeko sopilase
sopilasenontembeko@gmail.com
0781052996

MAAA0000090-WHITE HALL TRADING AND PROJECTS 101
mashego maggy komane
mashego.komane@dcs.gov.za
0799568962

MAAA0000107-DOE DOE RESIDENCE AND GENERAL
Maria April
kkivedo@ncpg.gov.za
0828689889
Search Results - Commodity and Location Filters

Commodities

- Banquet & catering services
- Catering services
- Construction or work site catering services

Locations

- Moretele Park, Mamelodi, City of Tshwane

Filters

Commodities

Locations

20 Results

Page 1 of 1

MAAA0000061-BOATI INVESTMENTS AND PROJECTS
nontembeko sopilase  sopilasenontembeko@gmail.com  0781052996

Tax Status: ✔
Has Local Address: ❌

MAAA0000090-WHITE HALL TRADING AND PROJECTS 101
mashego maggy komane  mashego.komane@dcs.gov.za  0799568962

Tax Status: ✔
Has Local Address: ❌
Supplier Search

Supplier Commodity: Catering services
Supplier Location: Moretele Park, Mamelodi
Sort by: <Sort Options>
- Tax Compliant
- Local Address

Search
Reporting and Exporting
# Supplier Registration Summary Report

![Supplier Registration Summary Report](image)

<table>
<thead>
<tr>
<th>Supplier Identification</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier number</td>
<td>MAAA0000361</td>
</tr>
<tr>
<td>Allow associates?</td>
<td>Yes</td>
</tr>
<tr>
<td>Supplier type</td>
<td>Individual</td>
</tr>
<tr>
<td>Supplier sub-type</td>
<td>Individual</td>
</tr>
<tr>
<td>Legal name</td>
<td></td>
</tr>
<tr>
<td>Identification type</td>
<td>South African Identification Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferred Contact</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact type</td>
<td>Administration</td>
</tr>
<tr>
<td>Name(s)</td>
<td>Ja Te</td>
</tr>
<tr>
<td>Identification type</td>
<td>South African Identification Number</td>
</tr>
<tr>
<td>South African identification number</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferred Address</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address type</td>
<td>Physical</td>
</tr>
<tr>
<td>Address line 1</td>
<td>address line 1</td>
</tr>
<tr>
<td>Address line 2</td>
<td>address line 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferred Account</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account type</td>
<td>Current Accounts</td>
</tr>
<tr>
<td>Branch name</td>
<td>NEDBANK MONTANA PRETORIA</td>
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</tbody>
</table>

| Report Date             | 26 Jan 2016 10:05:31 AM |
| Unique Registration Reference Nr. | 04D72C28-0AD6-4E85-82C5-832B6713C725 |

| Government breakdown    | Individual |
| Industry classification | Agriculture, forestry and fishing |
| Business status         | No Status |
| Country of origin       | South Africa |
| Registration date       | 1900-01-01 12:00:00 AM |
| Prefer communication via email | Yes |
| Email address           | |
| Cellphone number        | |

| Postal code             | 000000 |
| Country                 | Serbia |
## Supplier List Report

![National Treasury Logo](image)

- **Report Start Date:** 2016/02/25
- **Report End Date:** 2016/02/25
- **Report Ran By:**

### Supplier List

<table>
<thead>
<tr>
<th>Supplier Number</th>
<th>Legal Name</th>
<th>Contact Name</th>
<th>Contact Number</th>
<th>Contact Email</th>
<th>Local Address</th>
<th>Tax Status</th>
<th>Not Restricted</th>
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<tbody>
<tr>
<td>MAAA0000001</td>
<td>Supplier legal name</td>
<td>Name Surname</td>
<td>012 345 6789</td>
<td><a href="mailto:emailaddress@domain.co.za">emailaddress@domain.co.za</a></td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>MAAA0000002</td>
<td>Supplier legal name</td>
<td>Name Surname</td>
<td>012 345 6789</td>
<td><a href="mailto:emailaddress@domain.co.za">emailaddress@domain.co.za</a></td>
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<td>Yes</td>
<td>Yes</td>
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<tr>
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<td>Name Surname</td>
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<tr>
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<td>No</td>
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<td>Name Surname</td>
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<td>Yes</td>
<td>Yes</td>
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<tr>
<td>MAAA0000007</td>
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<td>Name Surname</td>
<td>012 345 6789</td>
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<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Exporting Report

XML file with report data
CSV (comma delimited)
PDF
MHTML (web archive)
Excel
TIFF file
Word
Next Steps

The following need to be considered and actioned:

- Continue to support suppliers with self-registration
- Complete the on-boarding processes for search functionality, system account and support tool as soon as possible
- Empower SCM practitioners within departments to use CSD search functionality
Frequently Asked Questions
What happened on 1 September 2015?

• From 1 September 2015 prospective suppliers have been able to self-register on the CSD website.

• Suppliers can capture and update their information on the CSD at any time, in preparation for the utilisation of supplier data through procurement and financial systems used by all organs of state from 1 April 2016. The period from 1 September 2015 to 31 March 2016, is referred to as the Interim Period.

• Once information has been verified with external data sources, a unique supplier number and unique registration reference number is allocated and communicated to the supplier. Suppliers are required to keep their data updated regularly and should confirm at least once a year that their data is still current and updated.

• Automatic re-verification of relevant supplier data against SARS, CIPC etc. will be done regularly (daily, weekly, monthly, etc.) as required.
What will be required for suppliers to register?

All suppliers will be required to complete required information on the CSD website and must ensure it is **complete, accurate** and **comprehensive**. The following would be amongst the required information:

- **Supplier identification** information e.g. supplier type, identification number, supplier name, trading name and country of origin;
- **Supplier contact** information e.g. preferred contact name, preferred communication method, email address, cell phone number, telephone number, etc.;
- **Supplier address** information e.g. country, province, district, municipality, city, suburb, ward and postal code;
- **Bank account** information;
- **Supplier tax** information, e.g. valid tax number;
- **Ownership** information, e.g. name and identification number of directors, members etc.;
- **Association** to any other suppliers e.g. branch, consortium member etc.; and
- **Commodities** the supplier can supply.

Note that a valid **email address**, **identity number**, **cell phone number** and **bank account** details are mandatory in order to register on the CSD.

Apart from the above, it is foreseen that B-BBEE information will be included in the CSD.
What category of suppliers should register?

The following supplier suppliers should register on the CSD:
• Individuals;
• Sole Proprietors;
• Foreign Companies;
• Trusts;
• Public Companies (LTD);
• Private companies (PTY LTDs);
• Non Profit Companies;
• Personal Liability Companies (INC);
• Closed Corporations;
• Co-operatives;
• State Owned Companies (SOC LTD);
• Non Profit External Companies;
• State Owned Entities (e.g. PFMA schedule entities);
• Government Entities (e.g. National departments, Provincial Administration, Metropolitan municipalities, District municipalities, Local municipalities);
• Partnerships;
• Statutory Bodies;
• Joint Ventures;
• Consortiums;
• Section Companies;
• Voluntary Associations; and
• Retirement Funds.
How will organs of state access my information?

- Suppliers will be required to select their **industry classification** as well as the **commodities** they supply per **location**.

- **Automated distribution** of supplier information to organs of state will be done based on supplier type, supplier location, B-BBEE and commodities information.
What if I am already on an existing supplier database?

- Existing supplier databases will stay in force until supplier data have been migrated to the CSD.

- Supplier databases currently maintained by organs of state will be migrated to the CSD from 1 September 2015. Communication will be provided to a supplier requesting validation of information once migration is complete.
Summary & Wrap Up