



# CENTRAL SUPPLIER DATABASE FOR GOVERNMENT



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

**Central Supplier Database**

Search Functionality Training

# Agenda

---

<b>Agenda Item</b>	<b>Presenter</b>	<b>Duration</b>
Welcome and Introductions	CSD Team	10 min
CSD Overview	CSD Team	20 min
Circular 3 of 2015/2016	CSD Team	10 min
CSD Support Approach	CSD Team	10 min
Overall Search Functionality Approach (including Demo)	CSD Team	20 min
Next steps, Summary & Wrap-up	CSD Team	10 min

# CSD Overview

# Background

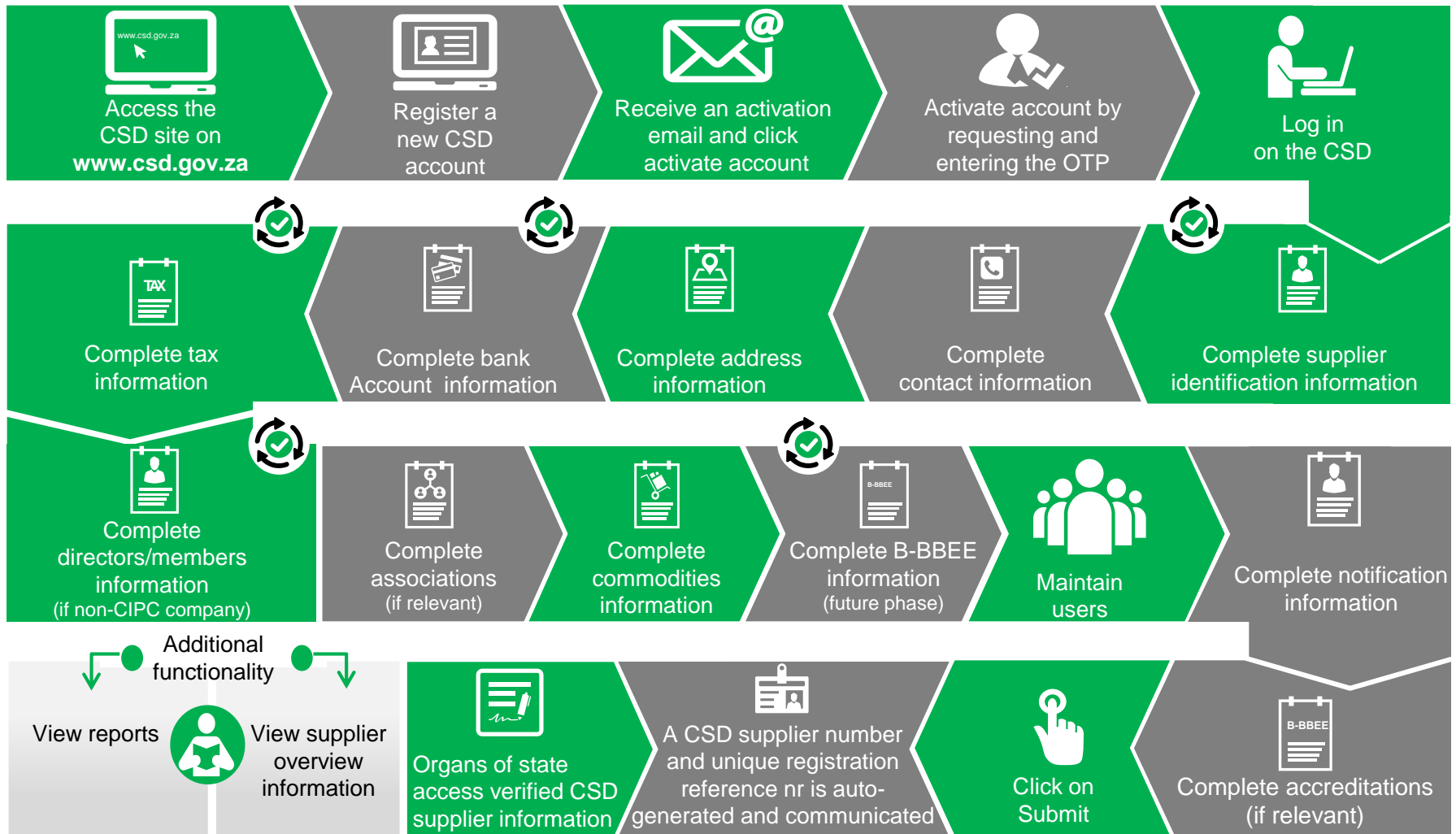
---

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



Auto verification of supplier information with SARS, CIPC etc.

# National Treasury Circular NO 3 2015/2016

## 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](http://ocpo.treasury.gov.za/Resource_Centre/CSD/JOB%20AID_CSD%20Data%20Preparation%20and%20Conversion.pdf)

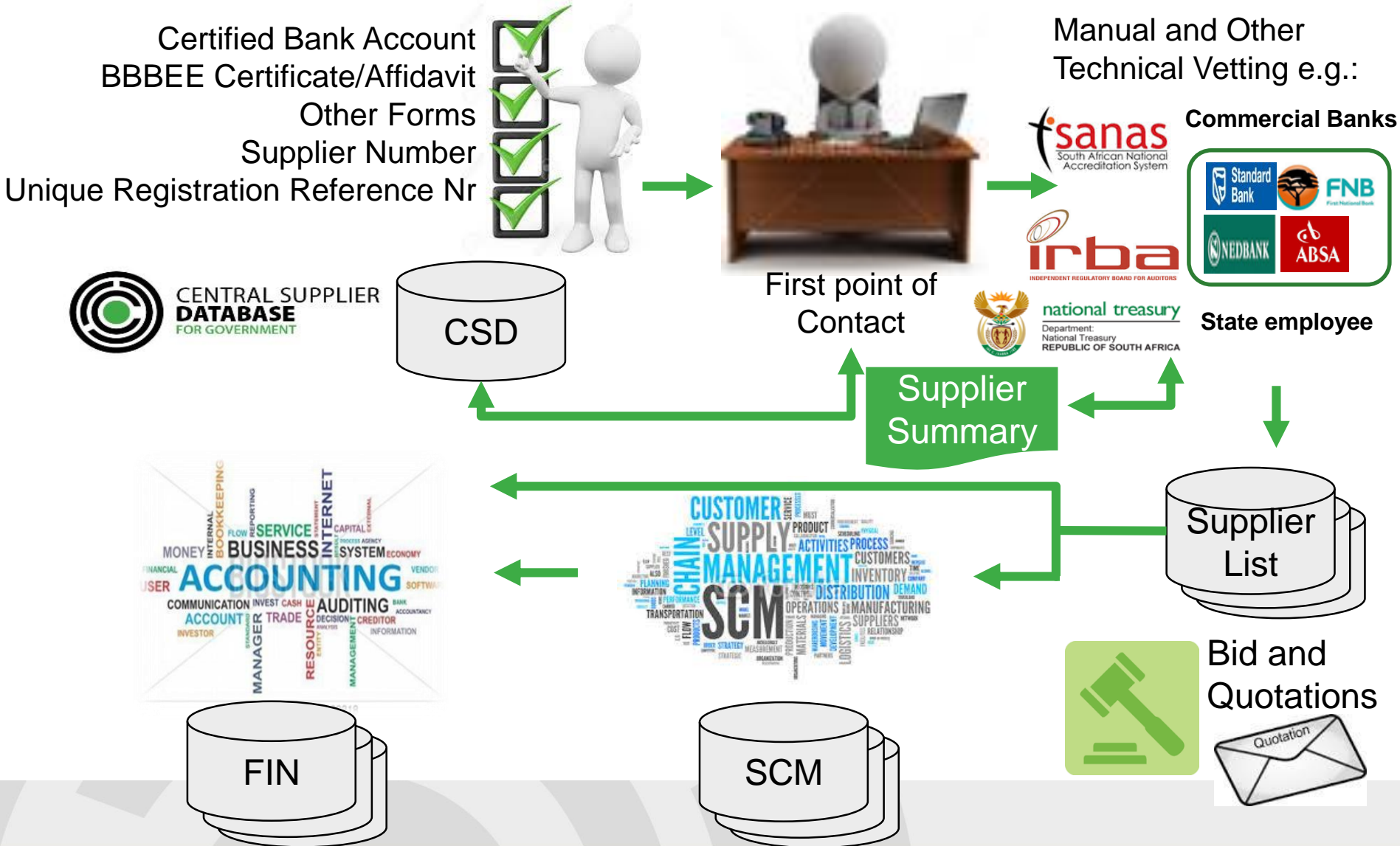
## **National Treasury circular NO 3 2015/2016**

---

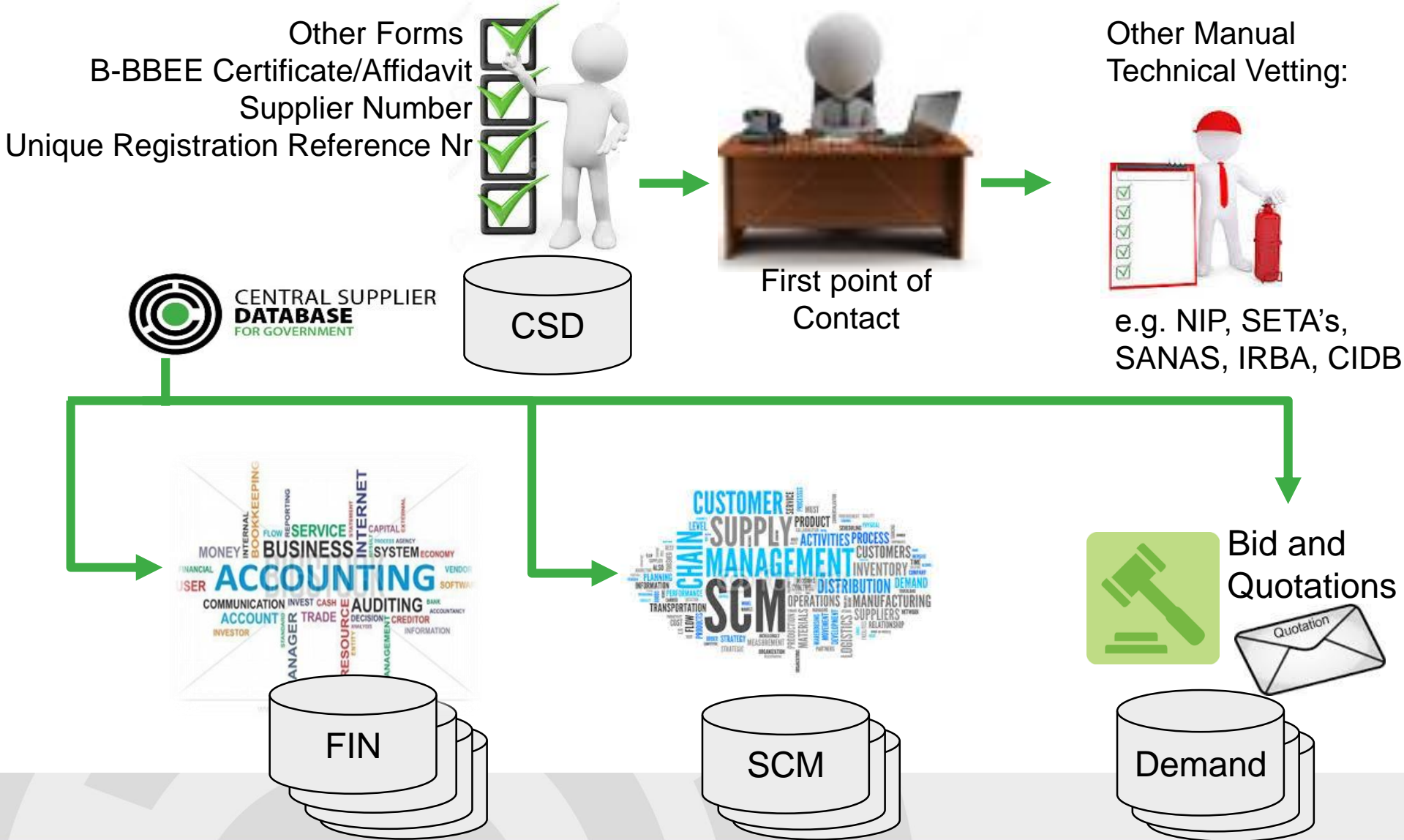
- It is not necessary for prospective bidders to submit hard copies as proof of compliance to key information as mentioned paragraph 7.2 of this circular if registered on the CSD. In a case where a prospective supplier is not registered on the CSD during the transition period, institutions may verify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



# New Process (From 1 April 2016)



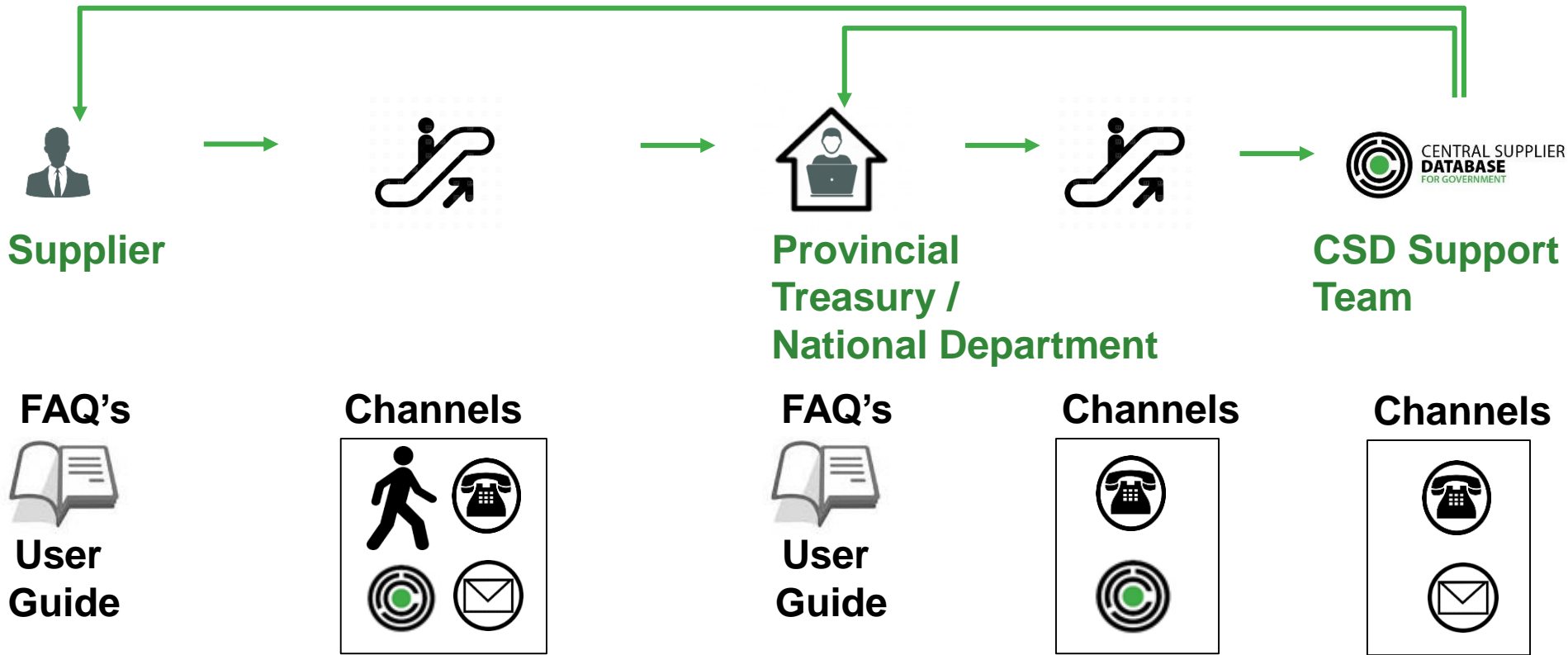
# CSD Supplier and User Statistics as on 4 March 2016 at 11:59 am

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

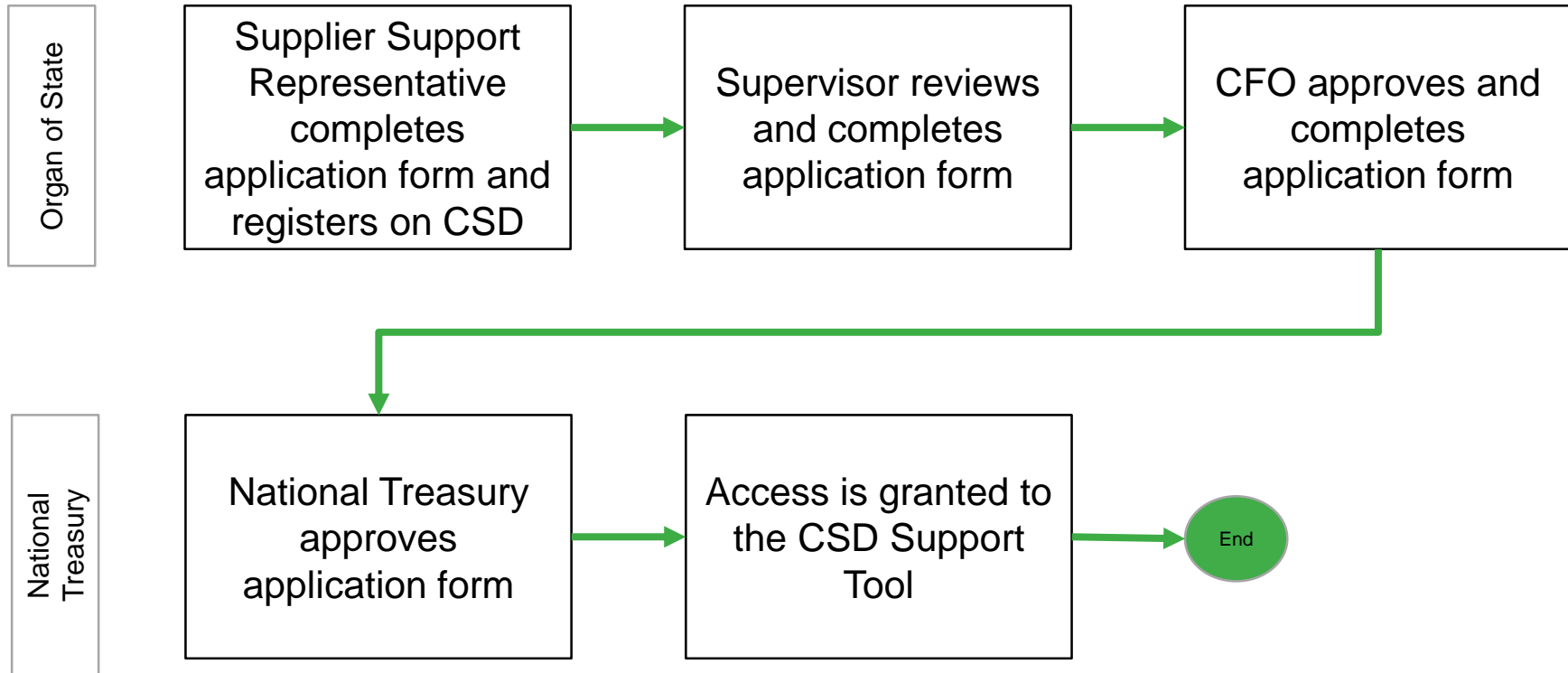
- On a daily basis, the number of registered suppliers increases by an average of **368**.
- On average it takes a supplier **15 minutes and 13 seconds** to successfully register on CSD.

# Support Approach

# CSD Support Approach



# CSD Support Tool Application Process



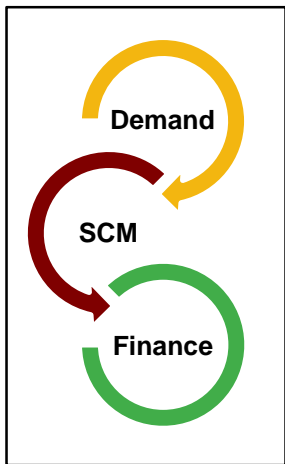
# Integration Services

# Consumer access to information



SCM Practitioner

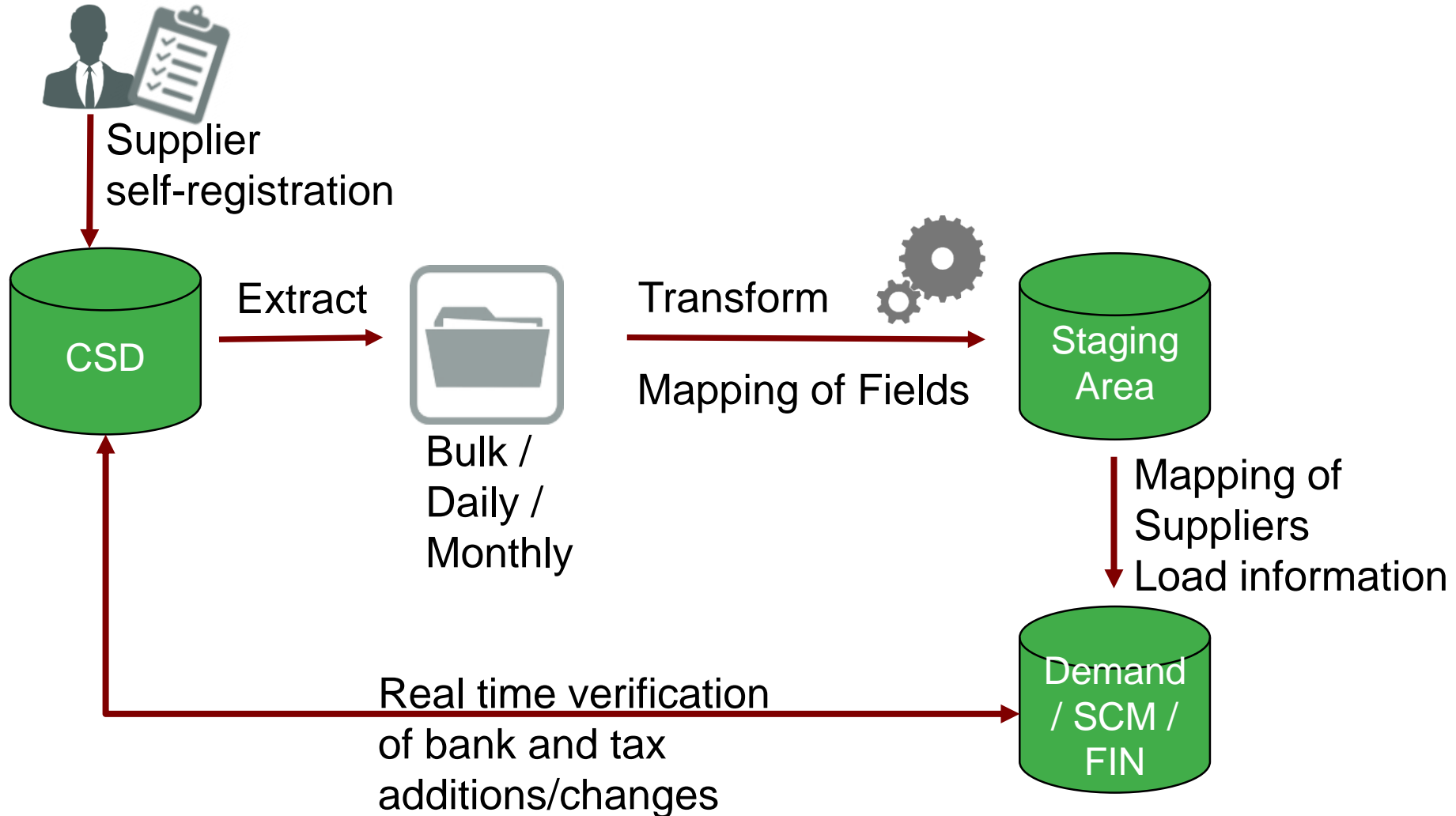
- 1) **Online search** functionality via CSD application based on supplier Commodity and Location.
- 2) **Real time:** web services that are made available to OoS to consume supplier information from the CSD. Call and request latest update on supplier when needed.
- 3) **Bulk data:** files that are made available to OoS to consume supplier information from the CSD in bulk format.



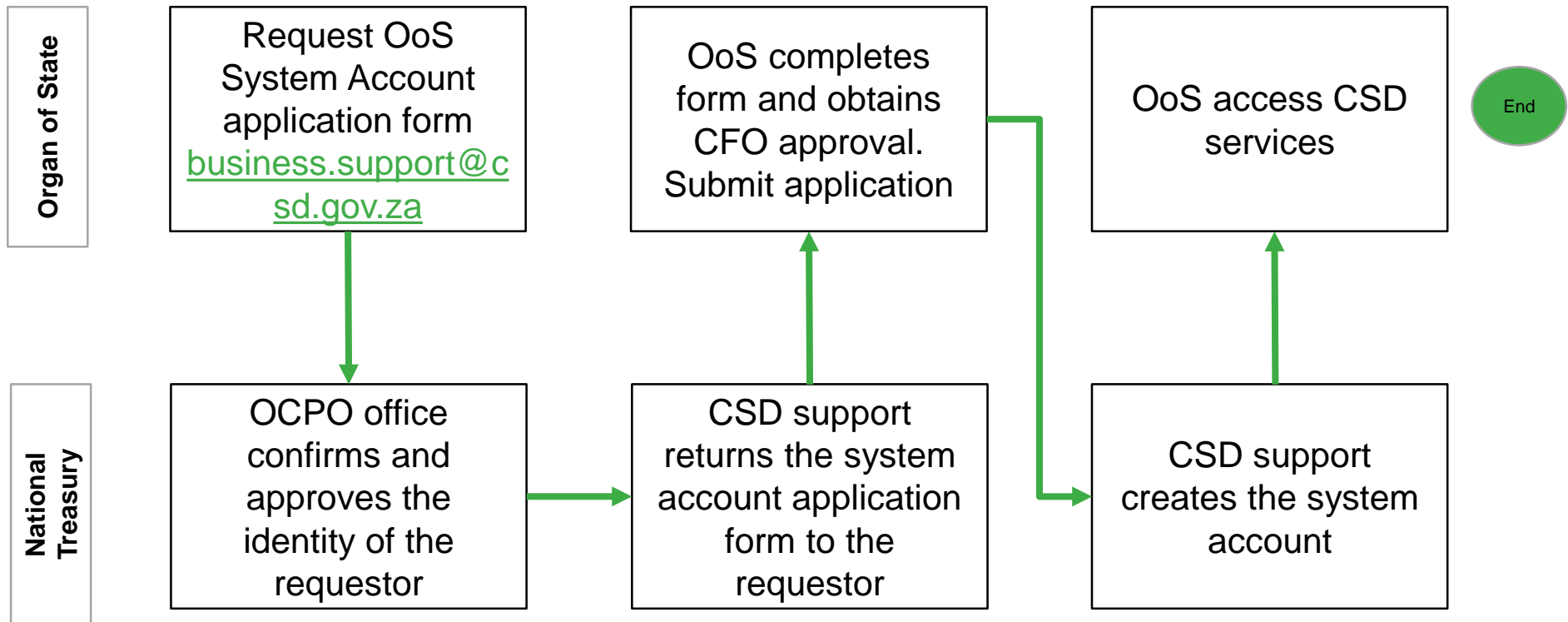
Systems Landscape



# The process on how to consume CSD information



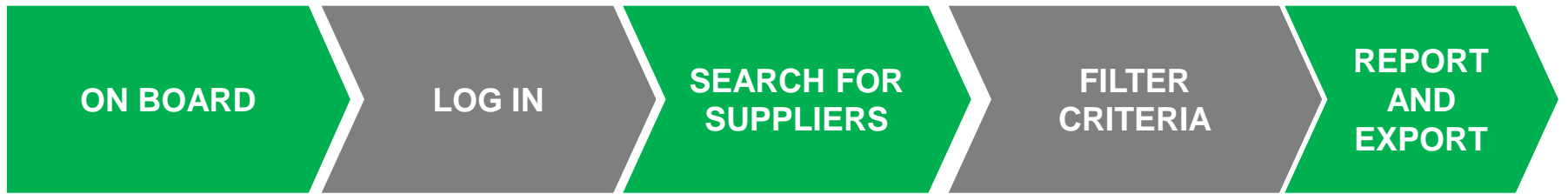
# System Account to access CSD services



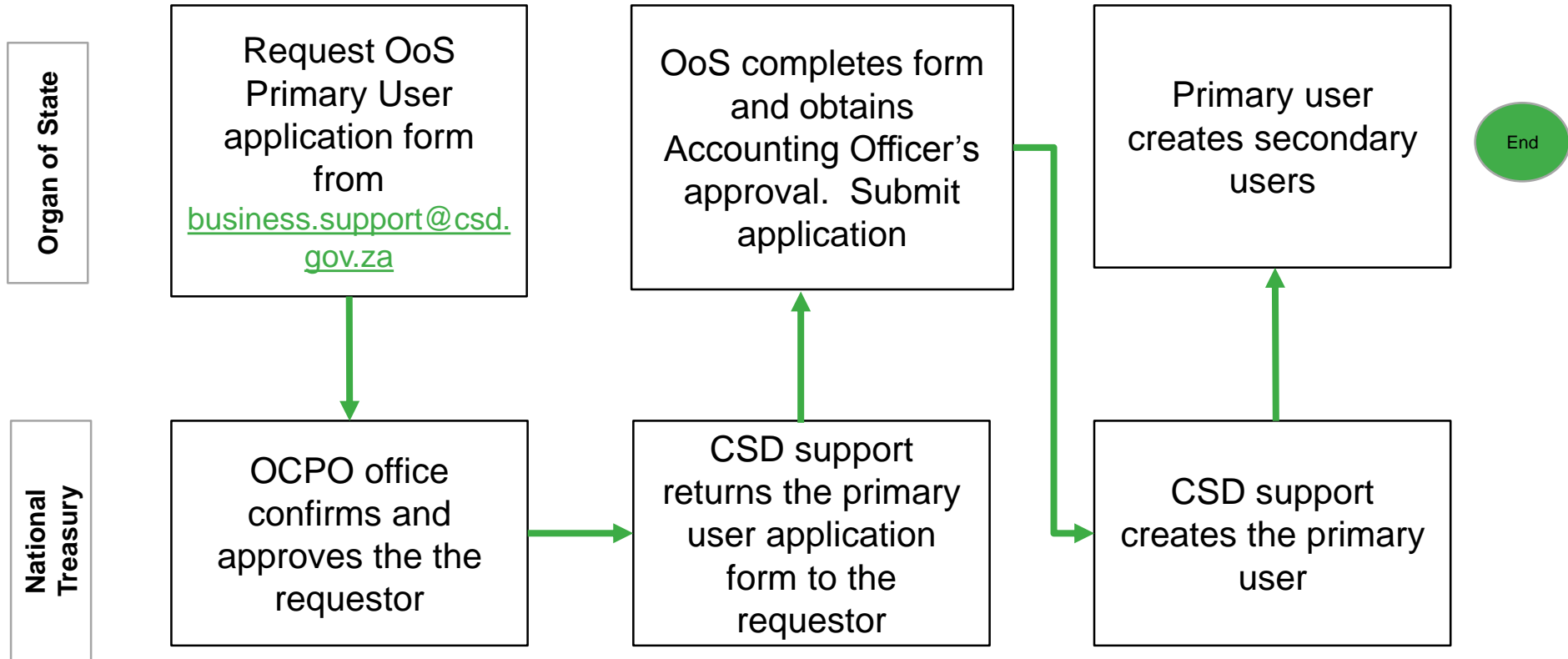
# Overall Search Functionality Approach

# Overall Search Functionality Approach

---



# Accessing CSD Online Search Functionality (On Boarding)



# Demo of Search Tool

# Landing Page - <https://www.csd.gov.za>



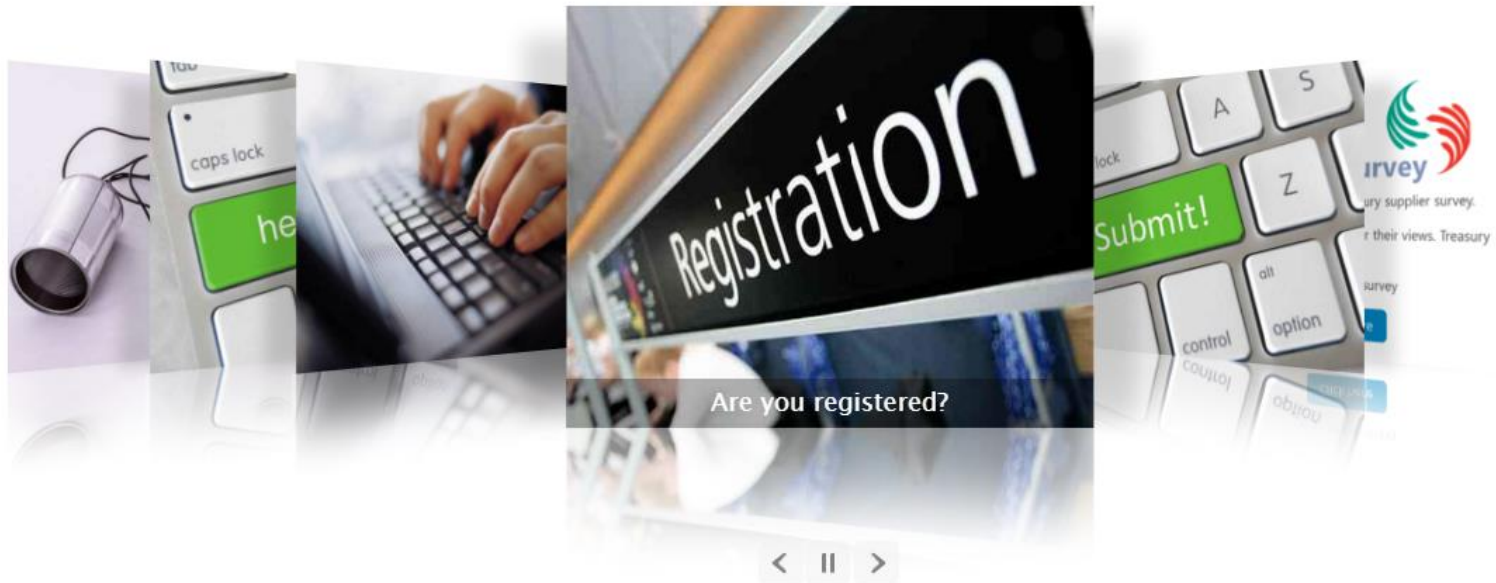
national treasury  
Department  
National Treasury  
REPUBLIC OF SOUTH AFRICA

CENTRAL SUPPLIER  
DATABASE  
FOR GOVERNMENT



Home Links ▾ Reports ▾ Contact us Help Register Log in

**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



CENTRAL SUPPLIER  
DATABASE  
FOR GOVERNMENT



[Home](#) [Links](#) [Reports](#) [Contact us](#) [Help](#)

[Register](#) [Log in](#)

## Log in

Email

Password

Captcha



Type the characters above into the field below



[Log in](#)

[Forgot password](#) | [Register as a new user](#) | [Resend account activation email](#) | [Change incorrect email](#)



# Home Page



CENTRAL SUPPLIER  
DATABASE  
FOR GOVERNMENT



[Home](#) [Links](#) [Reports](#) [Contact us](#) [Help](#) [Supplier Search](#)

[Account](#)

- [My account](#)
- [Manage Organ of State Users](#)
- [Log off](#)

## Welcome, **OrganOfStatePrimary OrganOfStatePrimary**

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.

# Secondary User



CENTRAL SUPPLIER  
DATABASE  
FOR GOVERNMENT



[Home](#) [Links](#) [Reports](#) [Contact us](#) [Help](#) [Supplier Search](#) [Account](#)

## Secondary users for

Email	Name(s)	Surname	Identification type	Identification number	Work permit number	Cellphone number	Status	Activate/Deactivate
temp121@mailinator.com	Joseph	Moloto	Foreign Identification Number	1212121212121	214cdsfdfdfdf324343	0728977173	Active	<a href="#">Deactivate</a>

[+ Add User](#)



### Create an Organ of State User

Email

Name (s)



Surname

Cellphone Number

Identification type

South African identification number

Create User

Cancel

# Search Fields



CENTRAL SUPPLIER  
DATABASE  
FOR GOVERNMENT



[Home](#) [Supplier Details](#) [Links](#) [Reports](#) [Contact us](#) [Help](#) [Support](#) **Supplier Search**

[My account](#) [Log off](#)

## Supplier Search

Supplier Commodity

Catering services

Supplier Location

Moretele Park, Mamelodi

Location required

Sort by

<Sort Options>

Tax Compliant

Local Address

Search

# Commodity Search



CENTRAL SUPPLIER  
DATABASE  
FOR GOVERNMENT



[Home](#) [Supplier Details](#) [Links](#) [Reports](#) [Contact us](#) [Help](#) [Support](#) [Supplier Search](#)

[My account](#) [Log off](#)

## Supplier Search

Supplier Commodity

Supplier Location

Sort by

- Banquet & catering services Class
- Catering gloves or glove dispensers Commodity
- Catering services Commodity
- Construction or work site catering services

required

Tax Compliant

Local Address

Search

# Location Search



CENTRAL SUPPLIER  
DATABASE  
FOR GOVERNMENT



[Home](#) [Supplier Details](#) [Links](#) [Reports](#) [Contact us](#) [Help](#) [Support](#) [Supplier Search](#)

[My account](#) [Log off](#)

## Supplier Search

Supplier Commodity

Commodity required

Tax Compliant

Supplier Location

Location required

Local Address

Sort by

Moretele Park, Mamelodi

Suburb

Moretele View, Mamelodi

Suburb

Moretele SP, Moretele

Suburb

Moretele SP, Moretele

Suburb

Search

# Search Results



CENTRAL SUPPLIER  
DATABASE  
FOR GOVERNMENT



Supplier Commodity

Catering services

Supplier Location

Moretele Park, Mamelodi

Sort by

<Sort Options>

Tax Compliant

Local Address

Search



Filters

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:

**MAAA0000107-DOE DOE RESIDENCE AND GENERAL**

Maria April

kkivedo@ncpg.gov.za

0828689889

Tax Status

Has Local Address:

# Search Results - Commodity and Location Filters



CENTRAL SUPPLIER  
DATABASE  
FOR GOVERNMENT



**Filters**

### Commodities

Search...

<input type="checkbox"/> Banquet & catering services	Class
<input checked="" type="checkbox"/> Catering services	Commodity
<input type="checkbox"/> Construction or work site catering services	Commodity

### Locations

Search...

<input checked="" type="checkbox"/> Moretele Park, Mamelodi, City of Tshwane	Suburb
------------------------------------------------------------------------------	--------

**Apply**

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:



# Sort by



CENTRAL SUPPLIER  
DATABASE  
FOR GOVERNMENT



[Home](#) [Supplier Details](#) [Links](#) [Reports](#) [Contact us](#) [Help](#) [Support](#) [Supplier Search](#)

[My account](#) [Log off](#)

## Supplier Search

Supplier Commodity

Catering services

Supplier Location

Moretele Park, Mamelodi

Sort by

- <Sort Options>
- <Sort Options>
- Taxstatus
- Supplier Number
- Legal Name
- LocalAddress

Tax Compliant

Local Address

Search

# Reporting and Exporting

# Supplier Registration Summary Report



CENTRAL SUPPLIER  
DATABASE  
FOR GOVERNMENT



1 of 1 100% Find | Next



<b>Report Date:</b>	26 Jan 2016 10:05:31 AM
<b>Unique Registration Reference Nr:</b>	04D72C28-0AD6-4EBB-B2CF-832B6713C725

## CSD REGISTRATION SUMMARY REPORT

SUPPLIER IDENTIFICATION			
Supplier number	MAAA0000361	South African identification number	7502205012089
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	NEDSBANK MONTANA PRETORIA

# Supplier List Report



CENTRAL SUPPLIER  
DATABASE  
FOR GOVERNMENT



Navigation bar with search and display options: 1 of 1, 100%, Find | Next, and icons for home, refresh, and print.



<b>Report Start Date :</b>	2016/02/25
<b>Report End Date :</b>	2016/02/25
<b>Report Ran By :</b>	

## Supplier List

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

# Exporting Report



Export menu options:

- 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