



CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

REGISTRATION PROCESS



Keep these numbers where you can easily find them again.

WHAT INFORMATION WILL I NEED TO HAVE ON HAND TO REGISTER ON THE CSD?

Important! Before you start registration, please make sure that you have the following mandatory items: a valid email address, identity number, cellphone number and **correct** bank account details.

All suppliers will be required to fill in the following information on the CSD website and must ensure that it is complete and accurate.

- a. Supplier identification information e.g. supplier type, identification number, supplier name, trading name and country of origin.
- b. Supplier contact information e.g. preferred contact name, preferred communication method, email address, cell phone number, telephone number, etc.
- c. Supplier address information e.g. country, province, municipality, city, suburb, ward and postal code.

CENTRAL SUPPLIER DATABASE FOR GOVERNMENT REGISTRATION PROCESS

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The Central Supplier Database (CSD) is a single database that serves as the source of all supplier information for all spheres of government. Its purpose is to reduce duplication of effort and cost for both suppliers and government, while enabling electronic procurement processes.



WHY SHOULD I REGISTER ON THE CSD?

From now on, you will only be able to supply goods or services to government if you are registered on the CSD.

WHO IS A "SUPPLIER?"

If you want to do business with government and you register on the CSD, we refer to you as a "supplier." When we talk about "supplier information" we mean your information and the information of your business.

HOW DO I REGISTER ON THE CSD?

As an existing or prospective supplier, you can self-register on the CSD website: www.csd.gov.za. You can capture and update your information on the CSD at any time. Procurement and financial practitioners in all organs of state use this supplier information.

Once the information has been verified with external sources (such as SARS), the CSD sends a unique supplier number and security code to you.



SUPPLIER SELF-REGISTRATION PROCESS

- d. Bank account information.
- e. Supplier tax information, e.g. valid tax number.
- f. Ownership information, e.g. name and identification number of directors, members etc.
- g. Association to any other suppliers e.g. branch, consortium member etc.
- h. Commodities that the supplier can supply.
- i. B-BBEE information, if available.

WHAT IF I DON'T HAVE INTERNET ACCESS OR I DON'T KNOW HOW TO USE A COMPUTER?

If you are unable to make use of the web based self-registration function, liaise with any organ of state for assistance with self-registration. Ask for someone in Supply Chain Management.

IS THERE OTHER HELP IF I GET STUCK?

It is best to get help from your local organs of state. You can also go to www.csd.gov.za and click on the tab "Help." Then, click on the tab "More help" for further information and answers to frequently asked questions.



Access the CSD site on www.csd.gov.za



Register a new CSD account



Receive an activation email. Click: "activate account." This will take you straight to the CSD website.



Activate your account by requesting an OTP (One Time PIN). The CSD will send this OTP to your cellphone number (the one you registered).



When you get the OTP, access the CSD website and type in the OTP.



Fill in your details and **remember** to save after entering each item.*

*REQUIRED INFORMATION

- | | |
|--|--|
| A IDENTIFICATION INFORMATION
(as it appears in your ID Book) | F DIRECTORS'/ MEMBERS' INFORMATION
(if non-CIPC company) |
| B CONTACT DETAILS
(cellphone number and email address) | G ASSOCIATIONS (IF RELEVANT) |
| C ADDRESS INFORMATION | H OFFERED SERVICES INFORMATION |
| D BANKING DETAILS | I B-BBEE (OPTIONAL) |
| E TAX INFORMATION | J ACCREDITATIONS |



The CSD automatically creates a supplier number and a registration number that is unique to you – and sends this to the cellphone number/email address you filled in as your notification information.

You can get a report on your company from the CSD by clicking on "Registration Report" on the "Supplier details" page.