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PROVINCIAL TREASURY CIRCULAR 43 OF 2015

TO

THE ACCOUNTING OFFICER: VOTE 1: OFFICE OF THE PREMIER (DR NONHLANHLA MKHIZE)
THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (MS NZ NKAMBA)
THE ACCOUNTING OFFICER: VOTE 4: COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
(MR CM CHUNDA)
THE ACCOUNTING OFFICER: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIRONMENTAL
AFFAIRS (MS SP XULU)
THE ACCOUNTING OFFICER: VOTE 6 (ACTING): ECONOMIC DEVELOPMENT AND TOURISM
(MR T MDAKANE)
THE ACCOUNTING OFFICER: VOTE 7: EDUCATION (MS MOC MHLABANE)
THE ACCOUNTING OFFICER: VOTE 8: PUBLIC WORKS, ROADS AND TRANSPORT (MR KM MOHLASEDI)
THE ACCOUNTING OFFICER: VOTE 9: COMMUNITY SAFETY, SECURITY AND LIAISON (MR W MTHOMBOTHU)
THE ACCOUNTING OFFICER: VOTE 10: HEALTH (DR AM MORAKE)
THE ACCOUNTING OFFICER: VOTE 11: CULTURE, SPORT AND RECREATION (MR W MNISI)
THE ACCOUNTING OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MS NL MLANGENI)
THE ACCOUNTING OFFICER: VOTE 13: HUMAN SETTLEMENTS (MR K MASANGE)

THE ACCOUNTING OFFICER: MPUMALANGA ECONOMIC GROWTH AGENCY (MR X SITHOLE)
THE ACCOUNTING OFFICER: MPUMALANGA GAMBLING BOARD (MR B MLAMBO)
THE ACCOUNTING OFFICER: (ACTING) MPUMALANGA REGIONAL TRAINING TRUST (MR R OOSTHUIZEN)
THE ACCOUNTING OFFICER (ACTING): MPUMALANGA TOURISM AND PARKS AGENCY (MR VA SIBIYA)

THE CHIEF FINANCIAL OFFICER: VOTE 1: OFFICE OF THE PREMIER (MR SS. SHONGWE)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR MA KHOZA)
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(MR SEB MATSEBULA)
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ENVIRONMENTAL AFFAIRS (MS FA NGOBENI)
THE CHIEF FINANCIAL OFFICER: VOTE 6: ECONOMIC DEVELOPMENT AND TOURISM (MR CT DLAMINI)
THE CHIEF FINANCIAL OFFICER: VOTE 7 (ACTING): EDUCATION (MS TF NTULI)
THE CHIEF FINANCIAL OFFICER: VOTE 8 (ACTING): PUBLIC WORKS, ROADS AND TRANSPORT
(MS HN MDAKA)
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THE CHIEF FINANCIAL OFFICER: VOTE 10: HEALTH (MR CB MNISI)
THE CHIEF FINANCIAL OFFICER: VOTE 11 (ACTING): CULTURE, SPORT AND RECREATION (MR NC MAMARU)
THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT (MR JB MBATHA)
THE CHIEF FINANCIAL OFFICER: VOTE 13: HUMAN SETTLEMENTS (MR D SHIPALANA)

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THE CHIEF DIRECTORATE: ASSETS AND LIABILITIES MANAGEMENT
THE CHIEF DIRECTORATE: FINANCIAL GOVERNANCE

IMPLEMENTATION OF A CENTRAL SUPPLIER DATABASE (CSD) AT NATIONAL AND PROVINCIAL DEPARTMENTS AND PUBLIC ENTITIES

1. INTRODUCTION

The implementation of the Central Supplier Database (CSD) is based on principles of simplification and standardisation and automation of the supplier management process.

2. BACKGROUND

The National Treasury, through the Office of the Chief Procurement Officer (OCPO), has been working on the development of the Central Supplier Database (CSD) and the first phase of the initiative was launched on 1 September 2015 to enable self-registration by suppliers who want to do business with Government.

In preparation for the Central Supplier Database implementation, the Office of the Chief Procurement Officer has created a CSD information pack to guide the effective change management of Phase 1 (supplier self-registration) of the central supplier database project.

3. PROVINCIAL TREASURY'S DIRECTIVE TO ALL PROVINCIAL DEPARTMENTS AND PUBLIC ENTITIES

Government institutions are urged to continue to update their institutional supplier database for the current financial year, as required by the legislation. They should, however, inform suppliers that it is mandatory to register on the central supplier database during the interim period from 1 September 2015 to 31 March 2016.

Henceforth on 1 April 2016 it will be mandatory for suppliers to be registered on CSD prior to providing goods and/or services to the organs of State.

Attached is the CSD information pack for your capacity purposes.

Your co-operation in this regard is appreciated.

Kind regards,



MS NZ NKAMBA
HEAD OFFICIAL: PROVINCIAL TREASURY
DATE: 7/19/2015



national treasury

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REPUBLIC OF SOUTH AFRICA

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Ref: 71/2/2/5

**DIRECTORS-GENERAL
HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS
HEADS OF PROVINCIAL TREASURIES**

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION PACK TO SUPPORT THE CSD CHANGE MANAGEMENT EFFORT

The implementation of the central supplier database (CSD) is based on principles of simplification, standardisation and automation of the supplier management process.

In preparation for the central supplier database implementation, the Office of the Chief Procurement Officer has created a CSD information pack to guide the effective change management of Phase 1 (supplier self-registration) of the central supplier database project that will be implemented on 1 September 2015.

The attached CSD information pack contains information on the following:

- The objectives of the CSD Change Management approach;
- High level stakeholder engagement and communication timeline;
- Guidelines on how to use the CSD information pack; and
- Suggested fact sheets, frequently asked questions and awareness campaigns.

We look forward to making this important initiative a success and appeal for your support in in championing this change.

Kindly bring the contents of this letter to the attention of relevant officials in your institution.

Please do not hesitate to contact me should you require further information or clarification.

For more information, please contact:

Tumelo Ntlaba or
012 315 5509
Tumelo.ntlaba@treasury.gov.za

Schalk Human
012 315 5886
Schalk.human@treasury.gov.za

Kind regards,

**KENNETH BROWN
CHIEF PROCUREMENT OFFICER**

DATE: 14/08/2015



CENTRAL SUPPLIER DATABASE (CSD) INFORMATION PACK

Purpose of the Document

The purpose of this document is to provide the respective responsible parties of the various organs of state with a toolkit to guide the effective change management of the first phase of the CSD project.

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1. CSD change management approach

The objectives of the CSD Change Management approach are to:

- Inform stakeholders about the CSD and the related changes, by providing them with timely, accurate and consistent information;
- Share with stakeholders the benefits of the CSD;
- Provide direction to stakeholders on how they can support the successful implementation of the CSD;
- Collaborate with stakeholders to actively support and embrace the suggested changes in advancing SCM efficiency and effectiveness; and
- Help manage expectations of the change at all levels within government and the public.

A principle of the CSD change management approach is to optimise existing channels and establish a central point of communication.

2. Instructions to use the CSD information pack

Responsibility

- Assign a resource to oversee the end-to-end change management within national departments and provinces. A CSD readiness progress updated report will be made available to the organs of state which will outline the activities required to enable this change initiative.
- Allocate specific tasks to the responsible departments (e.g. design and printing of fact sheets, pamphlets etc.)

Customisation

- Review the suggested content within the Toolkit and customise the content and practical application thereof to be best suited for your organisation
- Identify and escalate risks specific to your environment to relevant officials

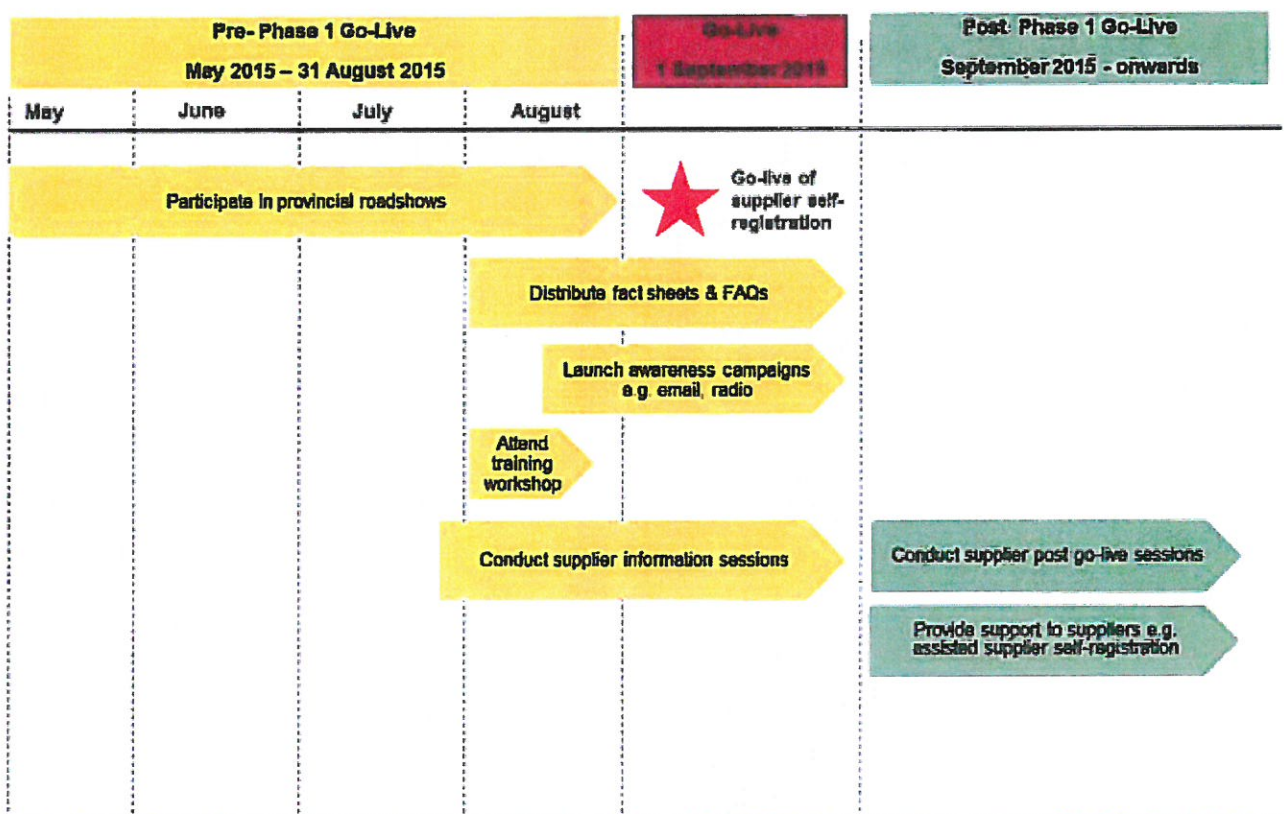
Adhere to the timeline

Follow the suggested execution timeline as indicated below. It is recommended to ensure a collaborative execution of all deliverables to yield consistent results across all national departments and provinces.

Track the Progress

- Ensure frequent checkpoint meetings to track the progress of the change. A CSD readiness progress updated report will be made available to the organs of state which will outline the activities required to enable this change initiative. Organs of state are required to report back to the OCPO in order to track readiness and determine the level of implementation required.

3. High level CSD stakeholder engagement and communication timeline



4. CSD fact sheets

Guidelines for the Implementation

Fact sheets have been designed with key information for government and suppliers. The information may be used, customised and distributed by organs of state to advance the implementation of the CSD.

Application

It is suggested that the fact sheets are distributed to each of the stakeholder groups, by means of the most effective method of communication for the specific national departments and provinces.

Distribution

Following are distribution suggestions:

- E-mail PDF document
- Upload PDF document to the relevant websites for suppliers to access
- Publish PDF document to any other existing system where suppliers and internal users already have access to e.g. eTender website
- Print the fact sheets and distribute to suppliers through existing channels of distribution (e.g. supplier information sessions etc.)

5. Frequently Asked Questions

Guidelines for the Implementation

Frequently Asked Questions (FAQ) documents have been compiled from the questions that were raised during the roadshows held in each province in the awareness phase. The FAQ documents are living document and will be expanded upon as the project evolves to ensure support in the continuity of the change.

An internal FAQ document and supplier FAQ have been prepared as some of the questions and answers will be very different for each of these two groups.

Application

It is suggested that the FAQ documents be distributed to each of the stakeholder groups, by means of the most effective method of communication for the specific national departments and provinces. It is further recommended that the application and distribution methods of the FAQ document be aligned to that of the Fact sheet as it is best to optimise existing channels and establish a central point of communication.

Use the information in the FAQ document to enrich the various awareness campaigns and pamphlets.

Distribution

Following are distribution suggestions:

- E-mail PDF document
- Upload PDF document to the relevant websites for suppliers to access
- Publish PDF document to any other existing system where suppliers and internal users already have access to e.g. eTender website
- Print the FAQs and distribute to suppliers through existing channels of distribution (e.g. supplier information sessions etc.)

6. Awareness campaigns

Guidelines to the Implementation

This section contains guidelines on the implementation and application of various awareness campaigns.

It is appreciated that each province abides to a different set of logistical and procurement lead times. It is however imperative for all departments to align their various awareness campaigns to the high level CSD stakeholder engagement and communication timeline.

Application

It is suggested that the various media campaigns are executed via the following platforms or mediums:

Suggested Medium	Internal	Suppliers
Printed collateral (e.g. fact sheets, FAQs and leaflets)	x	x
E-mail campaign with content specific to the key message of the phase	x	x
Radio campaign on local radio station via interviews with the provincial Premier or HOD of Treasury.		x
Rotating banner on the OCPO and eTender websites with updates on progress, important dates and information specific to supplier users	x	x

Radio interview can be conducted with the relevant provincial premier or HOD of the Treasury in order to create awareness and a better understanding of the CSD. The fact sheets and FAQs can be used as input into preparation for the radio interview.

A rotating banner on the OCPO and eTender websites will provide an opportunity to communicate key CSD information to the OCPO and eTender website visitors.

Suggested wording include:

- Count down to launch of supplier self-registration: 30 days. The Central Supplier Database will be launched on 1 September 2015.

- Count down to launch of supplier self-registration: 7 days. Get ready for the launch of the Central Supplier Database on 1 September 2015.
- Count down to launch of supplier self-registration: 1 day. Only 1 day to go until the launch of the Central Supplier Database!
- Access the Central Supplier Database on www.csd.gov.za and register as a supplier today!



**CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT**

What is the Central Supplier Database? ?

The Central Supplier Database (CSD) is a single database to serve as the source of all supplier information for all spheres of government. The purpose of centralising government's supplier database is to reduce duplication of effort and cost for both supplier and government while enabling electronic procurement processes.

What happens on 1 September 2015? ?

From 1 September 2015 prospective suppliers will be able to self-register on the CSD website www.csd.gov.za. 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, will be referred to as the Interim Period.

Once information has been verified with external data sources, a unique supplier number and security code will be allocated and communicated to the supplier. Suppliers will be 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.

How will the interim period work? ?

Apart from registering and capturing supplier information on the CSD, suppliers currently on any database of organs of state need to maintain their records through the current supplier systems for the period 1 September 2015 to 31 March 2016.

During the interim period, suppliers must provide their CSD supplier number and unique security code as well as any other relevant documentation (not yet electronically verified by the CSD) to the organs of state. Organs of state will use the CSD supplier number and unique security code to view/print the verified supplier information from the CSD in order to maintain their current supplier databases.

Why should a supplier register on the CSD? ?

- Suppliers will only be required to register once when they do business with government;
- A supplier will be able to ensure their data is up-to-date, complete and accurate;
- Standardised and electronic verification of supplier information leading to reduced fraud with paper copies and manual processes;
- Supplier will not be required to submit physical tax clearance and business registration certificate to organs of state; and
- Single source of supplier information to all organs of state.

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

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.

Who can be contacted for further information on the CSD? ?

Contact National Treasury for further clarity on the process at csd@treasury.gov.za or 012 315 5509.



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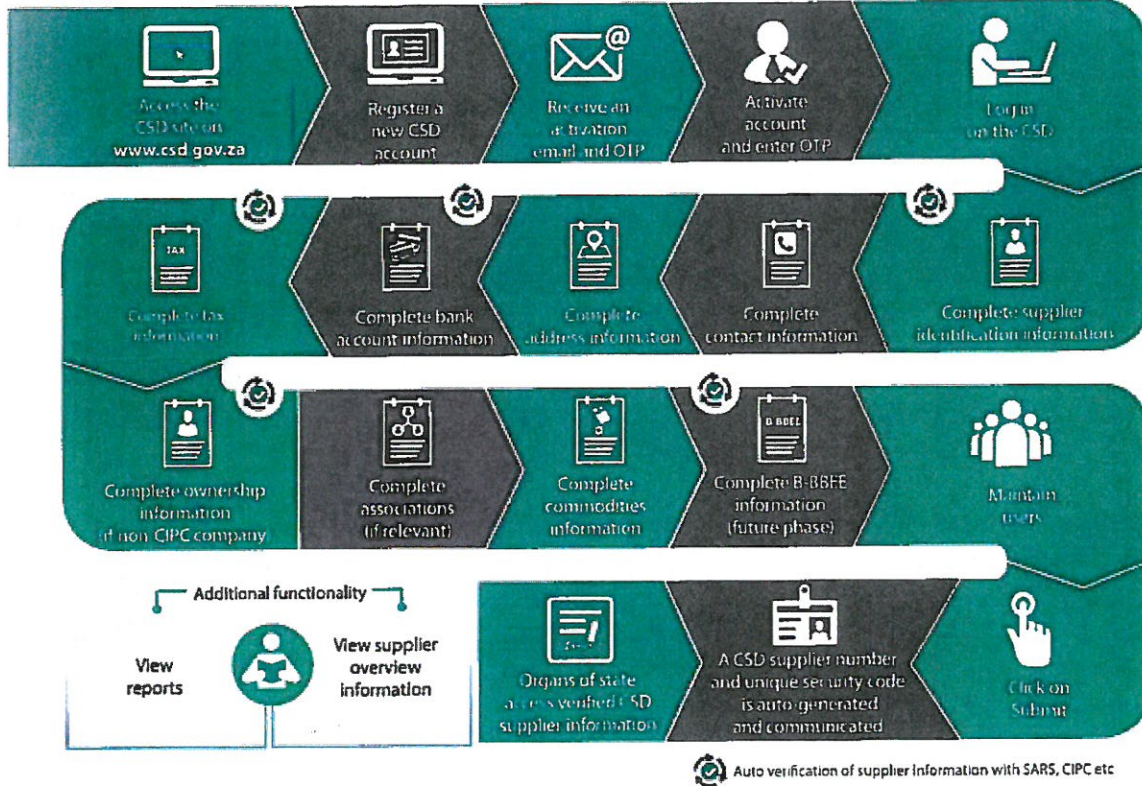
Department:
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INFORMATION

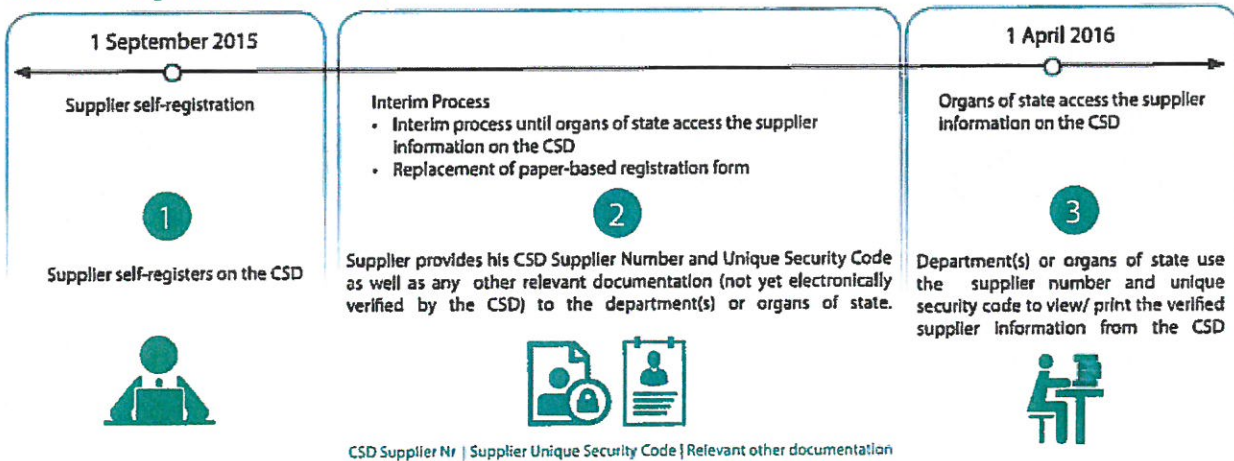


CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

CSD Registration Process



Interim Registration Process



Interim Benefits/ Reduced administrative burden

- Supplier only captures registration information once (quality measures applied to ensure complete, accurate and up to date information; accessible by all spheres of government)
- In-process electronic verification (i.e. tax, business registration and bank account check-digit and branch information) and in-process member/director detail obtainment - no paper copies required = reduced fraud



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FACT SHEET



**CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT**



INTRODUCTION

Currently no single consolidated comprehensive supplier database exists for national, provincial or local government causing duplication and fragmentation of supplier information across spheres of government. In addition, information related to the compliance requirements are duplicated during procurement processes, processing of payments and audit procedures, which are all examples of financial management activities dependent on supplier information.

The establishment of a Central Supplier Database (CSD) will result in one single database to serve as the source of all supplier information for all spheres of government. The purpose of centralising government's supplier database is to reduce duplication of effort and cost for both supplier and government while enabling electronic procurement processes.

WHAT HAPPENS ON 1 SEPTEMBER 2015



From 1 September 2015 prospective suppliers will be able to self-register on the CSD website www.csd.gov.za. 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, will be referred to as the Interim Period.

Once information has been verified with external data sources, a unique supplier number and security code will be allocated and communicated to the supplier. Suppliers will be 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.

Suppliers will be required to select their industry classification as well as the commodities they supply per locations. Automated distribution of supplier information to organs of state will be done based on supplier type, supplier location, B-BBEE and commodities.

WHICH AUTOMATED VERIFICATIONS WILL BE ENABLED



On 1 September 2015 the following online verifications will be enabled:

- South African Revenue Service (SARS) will enable tax clearance verification of suppliers. Re-verification of tax clearance status will be done automatically when organs of state access a supplier's information via the CSD;
- Companies and Intellectual Property Commission (CIPC) for

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CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

- automated verification of business registration and business ownership; and
- Check digit verification will enable bank account verification.
- Verification of supplier information with the register for tender defaulters and database of restricted suppliers.

On 1 April 2016, four (4) additional online verifications will be enabled to automatically verify:

- Bank account holder information;
- ID numbers of individuals;
- Government employee; and
- B-BBEE information (if source data for verification purposes is available).

On 1 April 2016, changes to the following verified data will be automatically updated on a daily basis and access to updated data will be available to organs of state:

- Tax clearance status;
- Business registration and business ownership;
- Identity information from the Department of Home Affairs (DHA);
- Government employee verification;
- Tender defaulters and database of restricted suppliers; and
- B-BBEE information (if source data for verification purposes is available).

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, 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 per location.

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.



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CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

HOW WILL ASSISTED SUPPLIER REGISTRATION WORK ?

Suppliers who are unable to make use of the web based self-registration function will be able to liaise with any organ of state for assistance with self-registration. It is recommended that a number of dedicated work stations with internet connections are made available at key provincial locations where supply chain officials can assist the suppliers with self-registration.

It is foreseen that the Thusong, Seda and Post Offices in the provinces will also be used to assist with supplier self-registration.

WHAT HAPPENS TO THE EXISTING SUPPLIER DATABASES IN DEPARTMENTS ?

Existing supplier databases will be migrated to the CSD provided the supplier information is complete, accurate and reliable. These will be phased out over time and it will be compulsory to use CSD data. Suppliers will be required to register with departments per usual practice while migration to the CSD takes place.

Suppliers on the government's LOGIS system will be first to migrate to the CSD by 1 September 2015 and thereafter suppliers on other ERP or eProcurement systems will follow. Communication will be provided to a supplier requesting validation of information once migration is complete.

HOW WILL THE INTERIM PERIOD WORK ?

Apart from registering and capturing supplier information on the CSD, suppliers currently on any database of organs of state need to maintain their records through the existing supplier systems for the period 1 September 2015 to 31 March 2016.

During the interim period, suppliers that register on the CSD must provide their CSD supplier number and unique security code as well as any other relevant documentation (not yet electronically verified by the CSD) to the organs of state that they want to do business with.

Organs of state will use the CSD supplier number and unique security code to view/print the verified supplier information from the CSD in order to maintain their current supplier databases.

WHAT IS REQUIRED FOR DATA MIGRATION ?

In preparation for the CSD Implementation, and to ensure the accuracy and validity of supplier information, organs of state need to commence with supplier data preparation.

LOGIS System Controllers can reference the LOGIS Notice No 4 of 2015 for more detail on the supplier master clean-up.

Organs of state who are not LOGIS users need to apply the following criteria during the data preparation:

- Ensure suppliers are in an authorised status (i.e. manually vetted) and actively in use;
- Ensure supplier information is up to date;
- Ensure the fields which are compulsory on the central supplier database are complete. It is important to note that a valid bank account, email address and a cellphone number are mandatory fields.
- Ensure no duplicate suppliers exist; and
- The audit information of any de-activated suppliers should be retained by organs of state for record purposes.

A standard data preparation and conversion job aid will be made available to all organs of state. The job aid will outline the requirements and processes to prepare, export and convert supplier data into the central supplier database.

WHAT ARE THE BENEFITS OF THE CSD ?

- Supplier self-registration – placing the onus back on the supplier to ensure their data is up-to-date, complete and accurate;
- Once-off Supplier registration – Suppliers will only be required to register once when they want to do business with the state. Standardised and electronic verification of supplier information leading to reduced fraud with paper copies and manual processes:
 - Tax clearance status;
 - Business registration and business ownership;
 - Bank account and bank account holder;
 - Citizen identity number;
 - Government employee verification;
- Register for tender defaulters and database of restricted suppliers; and
- BBBEE (in future).



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CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

- Reduction in duplicate effort and costs reduction for both business and government;
- Significant reduction of the administrative burden for business, especially small and medium-sized enterprises; and
- Significant reduction of the administrative burden for SCM practitioners including compliance audit effort and cost across the state.
- Single source of supplier information across all spheres of government;
- Reduction of audit queries on suppliers compliance information;
- Same information available to all organs of state;
- Controlled access to information.

HOW DOES THE CSD FORM PART OF THE OVERALL SUPPLY CHAIN MANAGEMENT



The CSD will be the single source of key supplier information for the whole of government.

The CSD is a precursor (a building block) to the IFMS and e-Procurement systems – providing consolidated, accurate, up-to-date, complete and vetted supplier information.

It will enable future business intelligence (BI) reporting (spend analysis, SMME targeting for empowerment and growth, etc.) across spheres of government through the utilisation of a single supplier number and standard commodity codes.

WHAT IS REQUIRED FROM THE MEC/ MINISTERS



- Support this SCM modernisation initiative;
- Inform department(s) about the CSD and start preparing for the implementation;
- Inform your stakeholders about the CSD and the related changes, by providing them with timely, accurate and consistent information;
- Share with your stakeholders the benefits of the CSD;
- Collaborate with your stakeholders including departments to actively support and accept the changes rather than resist them; and
- Help manage expectations of the change at all levels within government and the public.

WHAT IS REQUIRED FROM THE PROVINCIAL TREASURY/HEADS OF DEPARTMENTS/ ACCOUNTING OFFICERS



- Inform your stakeholders (e.g. provincial suppliers and departments) about the CSD and the related changes, by providing them with timely, accurate and consistent information;
- Support this SCM modernisation reform initiative;
- Share with your stakeholders the benefits of the CSD;
- Provide direction to your stakeholders on how they can aid in successfully implementing the related changes;
- Collaborate with your stakeholders to actively support and accept the changes rather than resist them; and
- Help manage expectations of the change at all levels within government and the public.

WHAT IS REQUIRED FROM THE SUPPLY CHAIN MANAGEMENT OFFICIALS



- Inform your stakeholders about the CSD and the related changes, by providing them with timely, accurate and consistent information;
- Share with your stakeholders the benefits of the CSD;
- Provide assistance to suppliers to self-register on CSD.

WHO CAN BE CONTACTED FOR FURTHER INFORMATION ON THE CSD



Contact National Treasury for further clarity on the process:

csd@treasury.gov.za

012 315 5509



FACT SHEET



**CENTRAL SUPPLIER
DATABASE
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INTRODUCTION

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WHAT HAPPENS ON 1 SEPTEMBER 2015



From 1 September 2015 prospective suppliers will be able to self-register on the CSD website www.csd.gov.za. 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, will be referred to as the Interim Period.

Once information has been verified with external data sources, a unique supplier number and security code will be allocated and communicated to the supplier. Suppliers will be 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.

Suppliers will be required to select their industry classification as well as the commodities they supply per locations. Automated distribution of supplier information to organs of state will be done based on supplier type, supplier location, B-BBEE and commodities information.

WHAT CATEGORY OF SUPPLIERS SHOULD REGISTER?



The following supplier suppliers should register on the CSD:

- Individuals;
- Sole Proprietors;
- Foreign Companies;
- Trusts;
- Public Companies (LTD);

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REPUBLIC OF SOUTH AFRICA

FACT SHEET



CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

- 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.

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, 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 IF I DON'T HAVE INTERNET ACCESS OR I AM COMPUTER ILLITERATE?



Suppliers who are unable to make use of the web based self-registration function will be able to liaise with any organ of state for assistance with self-registration. It is foreseen that the Thusong, Seda and Post Offices in the provinces will also be used to assist with supplier self-registration.

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.

HOW WILL THE INTERIM PERIOD WORK?



Apart from registering and capturing supplier information on the CSD, suppliers currently on any database of organs of state need to maintain their records through the current supplier systems for the period 1 September 2015 to 31 March 2016.

During the interim period, suppliers must provide their CSD supplier number and unique security code as well as any other relevant documentation (not yet electronically verified by the CSD) to the organs of state.

Organs of state will use the CSD supplier number and unique security code to view/print the verified supplier information from the CSD in order to maintain their current supplier databases.



FACT SHEET



CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

WHY SHOULD A SUPPLIER REGISTER ON THE CSD?



- Suppliers will only be required to register once when they do business with the state;
- A supplier will be able to ensure their data is up-to-date, complete and accurate;
- Standardised and electronic verification of supplier information leading to reduced fraud with paper copies and manual processes:
 - Tax clearance status;
 - Business registration and business ownership;
 - Bank account and bank account holder (available 01 April 2016);
 - Citizen identity number (available 01 April 2016);
 - Government employee verification (available 01 April 2016);
 - Register for tender defaulters and database of restricted suppliers; and
 - BBBEE (in future).
- Reduction in duplicate effort and costs reduction for both business and government;
- Significant reduction of the administrative burden for business, especially small and medium-sized enterprises; and
- Single source of supplier information to all organs of state.
- Supplier will not be required to submit physical tax clearance and business registration certificate to organs of state.

WHO CAN BE CONTACTED FOR FURTHER INFORMATION ON THE CSD?



Contact National Treasury for further clarity on the process:

csd@treasury.gov.za

012 315 5509

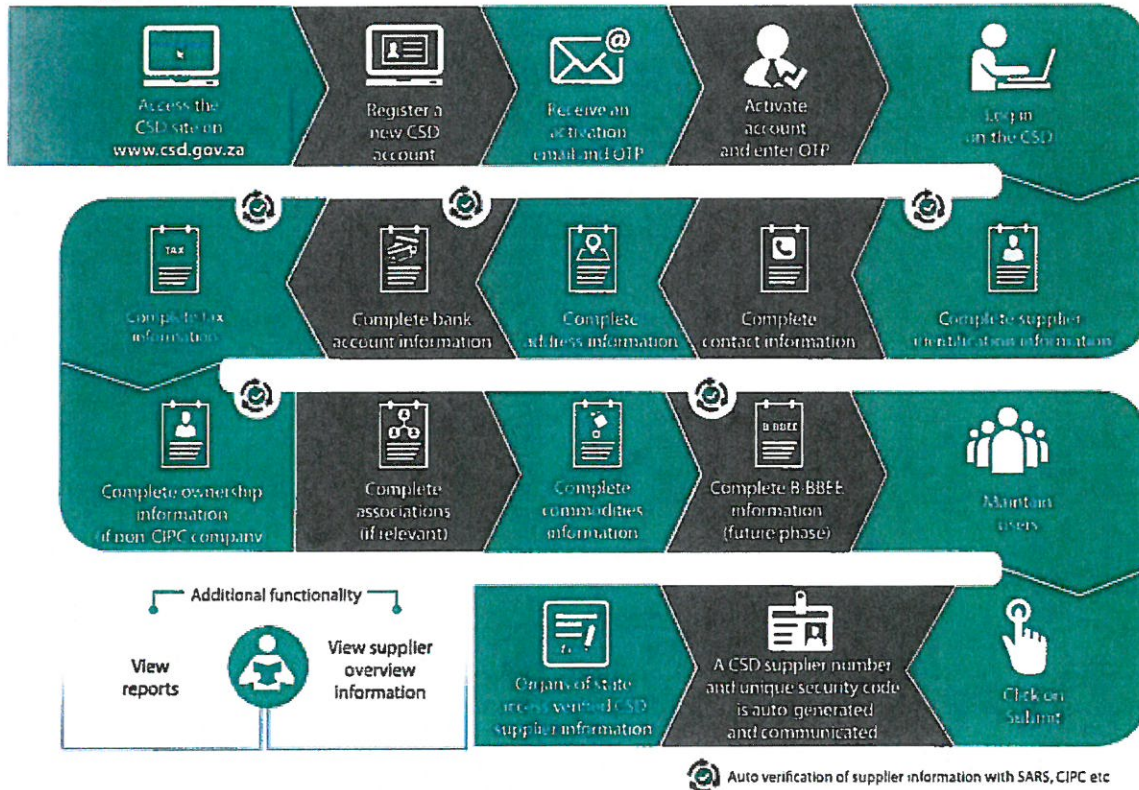


FACT SHEET

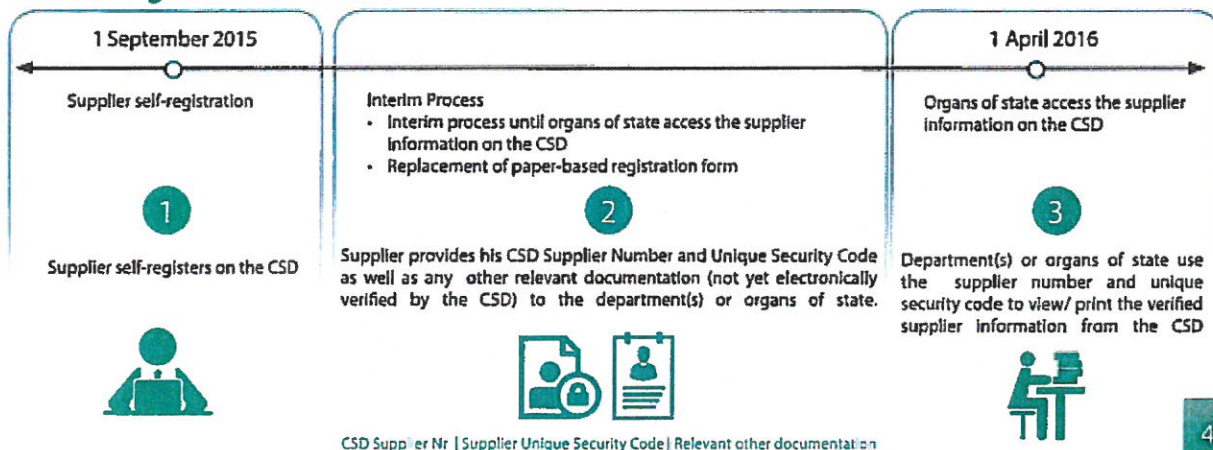


CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

CSD Registration Process



Interim Registration Process



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Interim Benefits/ Reduced administrative burden

- Supplier only captures registration information once (quality measures applied to ensure complete, accurate and up-to-date information) accessible by all spheres of government
- In-process electronic verification (i.e. tax, business registration and bank account check-digit and branch information) and in-process member/director detail obtainment - no paper copies required = reduced fraud

Frequently Asked Questions – Internal

Q What is the Central Supplier Databases?

The Central Supplier Database (CSD) is a single database that will serve as the source of all supplier information for organs of state. The supplier information will be verified with institutions such as the South African Revenue Service, Companies and Intellectual Property Commission, Department of Home Affairs etc.

Q: What happens on 1 September 2015?

From 1 September 2015 prospective suppliers will be able to self-register on the CSD website www.csd.gov.za. 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, will be referred to as the **Interim Period**.

Once information has been verified with external data sources, a unique supplier number and security code will be allocated and communicated to the supplier. Suppliers will be 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.

Suppliers will be required to select their industry classification as well as the commodities they supply per locations. Automated distribution of supplier information to organs of state will be done based on supplier type, supplier location, B-BBEE and commodities.

Q: Which automated verifications will be enabled?

On 1 September 2015 the following online verifications will be enabled:

- South African Revenue Service (SARS) will enable tax clearance verification of suppliers. Re-verification of tax clearance status will be done automatically when organs of state access a supplier's information via the CSD;
- Companies and Intellectual Property Commission (CIPC) for automated verification of business registration and business ownership;
- Check digit verification will enable bank account verification; and
- Verification of supplier information with the register for tender defaulters and database of restricted suppliers.

On 1 April 2016, four (4) additional online verifications will be enabled to automatically verify:

- Bank account holder information;
- ID numbers of individuals;
- Government employee; and
- B-BBEE information (if source data for verification purposes is available).

On 1 April 2016, changes to the following verified data will be automatically updated on a daily basis and access to updated data will be available to organs of state:

- Tax clearance status;
- Business registration and business ownership;
- Identity information from the Department of Home Affairs (DHA);
- Government employee verification;
- Tender defaulters and database of restricted suppliers; and
- B-BBEE information (if source data for verification purposes is available).

Q: Will there be verification done to identify if a supplier is a government employee?

Yes. The CSD will enable automated verification of government employees.

Q: 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, 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 per location.

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.

Q: Will suppliers still be required to provide an original valid tax clearance certificate?

No. The South African Revenue Service (SARS) will enable automated tax clearance verification of suppliers.

Q: Will suppliers still be required to provide company registration documentation?

No. The Companies and Intellectual Property Commission (CIPC) will enable automated verification of business registration and business ownership information.

Q: 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.

Q: How will assisted supplier registration work?

Suppliers who are unable to make use of the web based self-registration function will be able to liaise with any organ of state for assistance with self-registration. It is recommended that a number of dedicated work stations with internet connections are made available at key provincial locations where supply chain officials can assist the suppliers with self-registration.

It is foreseen that the Thusong, Seda and Post Offices in the provinces will also be used to assist with supplier self-registration.

Q: What happens to the existing supplier databases in departments?

Existing supplier databases will be migrated to the CSD provided the supplier information is complete, accurate and reliable. These will be phased out over time and it will be compulsory to use CSD data. Suppliers will be required to register with departments per usual practice while migration to the CSD takes place.

Suppliers on the government's LOGIS system will be first to migrate to the CSD by 1 September 2015 and thereafter suppliers on other ERP or eProcurement systems will follow. Communication will be provided to a supplier requesting validation of information once migration is complete.

Q; How will the interim period work?

Apart from registering and capturing supplier information on the CSD, suppliers currently on any database of organs of state need to maintain their records through the existing supplier systems for the period 1 September 2015 to 31 March 2016.

During the interim period, suppliers that register on the CSD must provide their CSD supplier number and unique security code as well as any other relevant documentation (not yet electronically verified by the CSD) to the organs of state that they want to do business with.

Organs of state will use the CSD supplier number and unique security code to view/print the verified supplier information from the CSD in order to maintain their current supplier databases.

Q: What is required for data migration?

In preparation for the CSD implementation, and to ensure the accuracy and validity of supplier information, organs of state need to commence with supplier data preparation.

LOGIS System Controllers can reference the LOGIS Notice No 4 of 2015 for more detail on the supplier master clean-up.

Organs of state who are not using LOGIS, need to apply the following criteria during the data preparation:

- Ensure suppliers are in an authorised status (i.e. manually vetted) and actively in use;
- Ensure supplier information is up to date;
- Ensure the fields which are compulsory on the central supplier database are complete. It is important to note that a valid bank account, email address, identity information and a cellphone number are mandatory fields.
- Ensure no duplicate suppliers exist; and
- The audit information of any de-activated suppliers should be retained by organs of state for record purposes.

In order to minimise duplication of effort, it is recommended that organs of state that are interested in data migration to the CSD, engages with the CSD team prior to the commencement to data migration activities. A standard data preparation and conversion job aid will be made available to all organs of state. The job aid will outline the requirements and processes to prepare, export and convert supplier data into the central supplier database.

Q: What are the benefits of the CSD?

- Supplier self-registration – placing the onus back on the supplier to ensure their data is up-to-date, complete and accurate;
- Once-off Supplier registration – Suppliers will only be required to register once when they want to do business with the state. Standardised and electronic verification of supplier information will be enabled, leading to reduced fraud with paper copies and manual processes:
 - Tax clearance status;
 - Business registration and business ownership;
 - Bank account and bank account holder;
 - Citizen identity number;
 - Government employee verification;
 - Register for tender defaulters and database of restricted suppliers; and

- BBBEE (in future).
- Reduction in duplicate effort and costs reduction for both business and government;
- Significant reduction in the administrative burden for business, especially small and medium-sized enterprises;
- Significant reduction in the administrative burden for SCM practitioners including compliance audit effort and cost across the state;
- Single source of supplier information across all spheres of government;
- Reduction of audit queries on suppliers compliance information;
- Same information available to all organs of state; and
- Controlled access to information.

Q: How does the CSD form part of the overall Supply Chain Management?

The CSD will be the single source of key supplier information for the whole of government.

The CSD is a precursor (a building block) to the IFMS and e-Procurement systems – providing consolidated, accurate, up-to-date, complete and vetted supplier information.

It will enable future business intelligence (BI) reporting (spend analysis, SMME targeting for empowerment and growth, etc.) across spheres of government through the utilisation of a single supplier number and standard commodity codes.

Q: Who is responsible for supplier information sessions?

National departments and Provincial treasuries are responsible for arranging supplier information sessions.

Q: Is the CSD going to flag restricted suppliers and tender defaulters?

Yes, the CSD will flag restricted suppliers and tender defaulters.

Q: Will the CSD facilitate rotation?

CSD will only maintain supplier information. Rotation and procurement related activities will be done outside of the CSD.

Q: What will be the role of the employees that are currently capturing supplier information (maintaining supplier databases)?

There will still be a need for supply chain practitioners to assist with supplier self-registration.

Q: Will all organs of state have access to the same supplier's data?

Yes, although suppliers will be required to select their industry classification as well as the commodities they supply per locations when they register on the CSD. Automated distribution of supplier information to organs of state will be done based on supplier type, supplier location, B-BBEE and commodities.

Q: What is required from the MEC/Ministers?

- Support this SCM modernisation initiative;
- Inform department(s) about the CSD and start preparing for the implementation;
- Inform your stakeholders about the CSD and the related changes, by providing them with timely, accurate and consistent information;
- Share with your stakeholders the benefits of the CSD;
- Collaborate with your stakeholders including departments to actively support and accept the changes rather than resist them; and
- Help manage expectations of the change at all levels within government and the public.

Q: What is required from the Provincial Treasury/Heads of Departments/Accounting Officers

- Inform your stakeholders (e.g. provincial suppliers and departments) about the CSD and the related changes, by providing them with timely, accurate and consistent information;
- Support this SCM modernisation reform initiative;
- Share with your stakeholders the benefits of the CSD;
- Provide direction to your stakeholders on how they can aid in successfully implementing the related changes;
- Collaborate with your stakeholders to actively support and accept the changes rather than resist them; and
- Help manage expectations of the change at all levels within government and the public.

Q: What is required from the Supply Chain Management officials?

- Inform your stakeholders about the CSD and the related changes, by providing them with timely, accurate and consistent information;
- Share with your stakeholders the benefits of the CSD; and
- Provide assistance to suppliers to self-register on CSD.

Q: Who can be contacted for further information on the CSD?

Contact National Treasury for further clarity on the process:

csd@treasury.gov.za

012 315 5509

Frequently Asked Questions – Suppliers

Q What is the Central Supplier Databases?

The Central Supplier Database (CSD) is a single database that will serve as the source of all supplier information for organs of state. The supplier information will be verified with institutions such as the South African Revenue Service, Companies and Intellectual Property Commission, Department of Home Affairs etc.

Q: What happens on 1 September 2015?

From 1 September 2015 prospective suppliers will be able to self-register on the CSD website www.csd.gov.za. 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, will be referred to as the **Interim Period**.

Once information has been verified with external data sources, a unique supplier number and security code will be allocated and communicated to the supplier. Suppliers will be 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.

Suppliers will be required to select their industry classification as well as the commodities they supply per locations. Automated distribution of supplier information to organs of state will be done based on supplier type, supplier location, B-BBEE and commodities.

Q: Which supplier information will be auto verified with institutions?

On 1 September 2015 the following online verifications will be enabled:

- South African Revenue Service (SARS) will enable tax clearance verification of suppliers;
- Companies and Intellectual Property Commission (CIPC) for automated verification of business registration and business ownership;
- Check digit verification will enable bank account verification; and
- Verification of supplier information with the register for tender defaulters and database of restricted suppliers.

On 1 April 2016, four (4) additional online verifications will be enabled:

- Bank account holder information;
- ID numbers of individuals;
- Government employee; and
- B-BBEE information (if available).

Q: Will there be verification done to identify if a supplier is a government employee?

Yes. The CSD will enable automated verification of government employees.

Q: 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, 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 per location.

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.

Q: Will suppliers still be required to provide an original valid tax clearance certificate?

No. The South African Revenue Service (SARS) will enable automated tax clearance verification of suppliers.

Q: Will suppliers still be required to provide company registration documentation?

No. The Companies and Intellectual Property Commission (CIPC) will enable automated verification of business registration and business ownership information.

Q: 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.

Q: What if I don't have internet access or I am computer illiterate?

Suppliers who are unable to make use of the web based self-registration function will be able to liaise with any organ of state for assistance with self-registration. It is foreseen that the Thusong, Seda and Post Offices in the provinces will also be used to assist with supplier self-registration.

Q: 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.

Q: How will the interim period work?

Apart from registering and capturing supplier information on the CSD, suppliers currently on any database of organs of state need to maintain their records through the existing supplier systems for the period 1 September 2015 to 31 March 2016.

During the interim period, suppliers that register on the CSD must provide their CSD supplier number and unique security code as well as any other relevant documentation (not yet electronically verified by the CSD) to the organs of state that they want to do business with.

Organs of state will use the CSD supplier number and unique security code to view/print the verified supplier information from the CSD in order to maintain their current supplier databases.

Q: Why should a supplier register on the CSD?

- Suppliers will only be required to register once when they do business with the state;
- A supplier will be able to ensure their data is up-to-date, complete and accurate;
- Standardised and electronic verification of supplier information will be used, leading to reduced fraud with paper copies and manual processes:
 - Tax clearance status;
 - Business registration and business ownership;
 - Bank account and bank account holder (available 01 April 2016);

- Citizen identity number (available 01 April 2016);
 - Government employee verification (available 01 April 2016);
 - Register for tender defaulters and database of restricted suppliers; and
 - BBBEE (in future).
- Reduction in duplicate effort and costs reduction for both business and government;
 - Significant reduction of the administrative burden for business, especially small and medium-sized enterprises; and
 - Single source of supplier information to all organs of state.
 - Supplier will not be required to submit physical tax clearance and business registration certificate to organs of state.

Q: Who can be contacted for further information on the CSD?

Contact National Treasury for further clarity on the process:

csd@treasury.gov.za

012 315 5509

E-mail Campaign

Audience

The audience of the proposed email campaign is current and prospective suppliers of government.

Email 1

INFORMATION



Central Supplier Database – coming soon!

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."

We are pleased to announce that the Central Supplier Database will be open for self-registration on 1 September 2015.

We endeavor to provide our suppliers with a new system that will provide them with a standard, simplified and automated supplier registration process.

Email 2

INFORMATION



Count down to launch of supplier self-registration: 30 days

The Central Supplier Database will be launched on 1 September 2015.

Email 3

INFORMATION



Count down to launch of supplier self-registration: 7 days

Get ready for the launch of the Central Supplier Database on 1 September 2015. To answer some of the questions you may have, we've put together some FAQs for you. Please refer to the attached document.

Email 4

INFORMATION



**CENTRAL SUPPLIER
DATABASE**
FOR GOVERNMENT

Count down to launch of supplier self-registration: 1 day

Only 1 day to go until the launch of the Central Supplier Database!

Email 5

INFORMATION



**CENTRAL SUPPLIER
DATABASE**
FOR GOVERNMENT

Count down to launch of supplier self-registration: 0 days

Access the Central Supplier Database on www.csd.gov.za and register as a supplier today!

Email 6

INFORMATION



**CENTRAL SUPPLIER
DATABASE**
FOR GOVERNMENT

Supplier can self-register on CSD

Effective 1 September 2015 all prospective suppliers can register on the Central Supplier Database website www.csd.gov.za. The CSD serves as one single source of supplier information to all spheres of government.

Email 7

INFORMATION



Reduce the administration burden on Suppliers

Effective 1 September 2015 prospective supplier only have to self-register once on the Central Supplier Database website www.csd.gov.za in order to do business with all spheres of government. As soon as supplier's information has been verified with external data sources (e.g. SARS and CIPC), a unique supplier number and security code will be allocated and communicated to the supplier. The supplier can use this information to update and maintain his profile.

Email 8

INFORMATION



Why should a Supplier register on the CSD?

Effective 1 September 2015 all prospective suppliers can register any time on the Central Supplier Database website www.csd.gov.za. Some motivating factors to be considered by suppliers to register on the CSD:

- Suppliers will only be required to register once when they do business with government;
- A supplier will be able to ensure their data is up-to-date, complete and accurate;
- Standardised and electronic verification of supplier information leading to reduce fraud with paper copies and manual processes;
- Supplier will not be required to submit physical tax clearance and business registration certificates to organs of state; and
- Single source of supplier information to all organs of state.