

CENTRAL SUPPLIER DATABASE FAQs

QUERY

ACTION



1. **Supplier cannot log onto the CSD.**

Step 1: Advise the supplier to go to the CSD website, www.csd.gov.za.

Step 2: Click on Login and enter the email address, password and captcha.

The screenshot shows the login interface of the Central Supplier Database (CSD) website. At the top, there is a header with the National Treasury logo on the left and the text 'CENTRAL SUPPLIER DATABASE FOR GOVERNMENT' on the right, accompanied by the South African flag. Below the header is a navigation bar with links for 'Home', 'Links', 'Contact', and 'Help', and buttons for 'Register' and 'Log in'. The main content area is titled 'Log in' and contains three input fields: 'Email', 'Password', and 'Captcha'. The captcha image displays the characters 'bmgVx' and includes a refresh button. Below the input fields is a green 'Log in' button. At the bottom of the form, there are links for 'Forgot password', 'Register as a new user', 'Resend account activation email', and 'Change incorrect email address'.



2. Supplier wishes to reset their CSD password

Step 1: If you have forgotten your password, click on “Forgot Password” and follow the associated steps

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA


CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT

Home Links - Contact - 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 address](#)

Step 2: Input your email address and choose the second option, “I want to reset my password using the OTP sms”

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT

Home Links - Contact - Help - Register Log in

Forgot your password?

Email

Email me a password reset link (Preferred)

I want to reset my password using an OTP sms

Submit

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Norton SECURED
powered by digicert
ABOUT SSL CERTIFICATES

Step 3: If you get the Fraud Awareness Screen and/or Phishing Awareness, click on “I acknowledge” before continuing, otherwise the system will log you out.

Fraud Awareness



Over the past four years a number of companies have lost tens of thousands of Rands due to alleged fraudulent request for quotations (RFQs) and orders, supposedly from government departments.

The fraudsters would send a fictitious RFQ from what would seem to be a governmental email address, use a fake RFQ form with a logo and contact details of the contact person. These requests are usually “urgent” and the whole process is concluded within a short period of time. During the process the “SCM officials” will be in contact with the unsuspecting service provider until the goods are delivered either outside the building or at an agreed address.

Companies are therefore advised to verify all the RFQs and orders by calling the respective departments using the Departmental contact details listed on their respective websites to verify authenticity prior to responding to any RFQs or orders to avoid falling prey to these fraudsters.

Cancel



3. Supplier wishes to update the financial year

Step 1: Click on Supplier Details.

A screenshot of the 'Central Supplier Database for Government' website. At the top left is the National Treasury logo with the text 'national treasury Department: National Treasury REPUBLIC OF SOUTH AFRICA'. To the right is the title 'CENTRAL SUPPLIER DATABASE FOR GOVERNMENT' and the South African flag. Below this is a dark navigation bar with links: 'Home', 'Search', 'Supplier Details', 'Links', 'Reports', 'Contact', 'Help', and 'Account'. A red arrow points to 'Supplier Details'. Below the navigation bar, it says 'Welcome, elmarie williams'. A paragraph follows: 'Welcome to the Central Supplier Database for the South African government. Here you are able to maintain your supplier information to ensure accurate, up-to-date and complete information. Click on Supplier Details to add, view or make changes to supplier information.' Below this are four bullet points: '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.', and 'Click on [redacted] communication, help and alerts from the CSD team'. At the bottom are two small images: one of a warehouse and one of a computer screen with charts.

Step 2: Click on Edit

national treasury
Department: National Treasury
REPUBLIC OF SOUTH AFRICA

CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

Home Search Supplier Details Links Reports Contact Help Account

Supplier Details

Supplier application reference nr	Supplier number	Unique registration reference nr	Legal name	Trading name	Identification type	Identification number	Edit	View	Registration Report	Registration Summary Report
N/A					South African Company/Close Corporation Registration Number					

+ Add supplier

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Step 3: Complete the following tabs in order for your profile to be complete:

Identification:

Complete your Total Annual Turnover.

Complete your Financial Year Start Date

Edit supplier MAAA0488909

Identification Industry classification Contacts Address Bank Tax Directors/Members/Owners Associations

Commodities Users Notifications Accreditations B-BBEE Overview

Supplier application reference nr: MAAA0488909 Re-Verify Supplier Detail

Unique registration reference nr: e5a39c81-fb21-48cf-9203-222f3be3645d Delete Supplier from CSD

Is supplier active?

Created by: nulamawi@gmail.com

Created date: 2017-07-20 10:21:28 AM

Edited by: csd.safetynetbatchdownload@treasury.gov.za

Edited date: 2018-09-03 2:41:57 PM

Supplier type: CIPC Company

Supplier sub-type: Private Company (Pty)(Ltd)

South African company/CC registration number: 2016/465954/07

Legal name: BEST MED MEDICAL EVENTS

Trading name: BEST MED MEDICAL EVENTS

Business status: In Business

Country of origin: South Africa

Total Annual Turnover: R10 million or less; or

Financial Year Start Date: 2017/03/01

Registration date: 2016-10-27 12:00:00 AM

Allow associates?

Do you have any owners who are South African natural persons?

Back Save Next



4. How to add Industry Classification on

Step 1: Add your Industry Classification:

Add supplier

Please submit the supplier on the overview tab once all tabs have been completed.

Identification **Industry classification** Contacts Address Bank Tax Directors/Members/Owners
Associations Commodities Users Notifications Accreditations B-BBEE Overview

This supplier does not have any industry classifications specified.

+ Add / Edit Industry classification

Back

Next

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Step 2: Click on the relevant drop-down arrow.

Identification **Industry classification** Contacts Address Bank Tax Directors/Members/Owners
Associations Commodities Users Notifications Accreditations B-BBEE Overview

Note: The industry classification represents the industries you operate in. You are required to indicate the goods and services you provide on commodities tab.

Click here to get more info on this section

Search:

Industry classification	% share of annual turnover	Edit	Reset
▶ Education			
▶ Electricity, gas, steam and air conditioning supply			
▶ Financial and insurance activities			
▶ Human health and social work activities			
▶ Information and communication			
▶ Manufacturing			
▶ Mining and quarrying			
▶ Other service activities			
▶ Professional, scientific and technical activities			
▶ Public administration and defence, compulsory social security			
▶ Real estate activities			

Step 3: Double click on the share of annual turnover column and pull the bar to the right.
The sum of your choices must equal to 100

Note: The industry classification represents the industries you operate in. You are required to indicate the goods and services you provide on the commodities tab.

Click here to get more info on this section

Search:

Industry classification	% share of annual turnover	Edit	Reset
Education			
Electricity, gas, steam and air conditioning supply			
Financial and insurance activities			
Human health and social work activities			
Human health and social work activities		Edit	
Residential care activities	<input type="range"/>	Edit	
Social work activities without accommodation		Edit	
Information and communication			
Manufacturing			
Mining and quarrying			

Reset All Save Cancel



5. How to update Directors/Members/Owners

Step 1: Click on edit and complete the Email Address, Cell phone Number, Ownership Percentage, Physical Address and Ethnic Group of each of the Owners/ Directors/ Members listed on the CSD.

Step 2: If there's more than one member/director, step 1 above must be completed for all members.

Edit supplier [redacted]

Identification Industry classification Contacts Address Bank Tax **Directors/Members/Owners**

Associations Commodities Users Notifications Accreditations B-BBEE Overview

Natural Directors/Members/Owners

If any of the below information is inaccurate, please contact CIPC.

Identification Type	Identification Number	Name (s) - Surname	Director Type	Director Status	Status	Government Employee / Restricted	Owner / Ownership %	Edit	View
South African Identification Number	87 [redacted]	[redacted]	Director,Owner	Active	Active	✓ / ✗	✓ / 100.00		

Ownership %

Natural
 Other Ownership

+ Add Directors/Members/Owners

Other forms of Ownership

This supplier does not have other forms of ownership.

+ Add other forms of Ownership

Back Next



6. How to save changes that have been made

Step 1: Click on Overview

Edit supplier [Redacted]

Please submit the supplier on the overview tab once all tabs have been completed.

Identification Industry classification Contacts Address Bank Tax Directors/Members/Owners Associations
Commodities Users Notifications Accreditations B-BBEE **Overview**

	Completion Status	Verification Status	Key Information
Supplier Identification	In Progress	-	In Business
Supplier Industry Classification	Completed	-	-
Contacts	Completed	-	-
Address	Completed	-	-
Bank Accounts	Completed	-	Valid bank account
Tax	Completed	Successful	Tax Compliant
Directors/Members	Completed	Successful	-
Associations	-	-	-
Commodities	Completed	-	-
Users	Completed	-	-
Accreditations	-	-	-
B-BBEE	Completed	-	Requires manual verification by Org of State

Legend

- Completed
- Outstanding
- In Progress
- Successful
- Retry
- Failed

In order to submit please address all outstanding issues marked with X or where verification failed.

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Step 2: Click on Submit