



SERVICE REGISTRATION FOR SUPPLIER SELF SERVICE HOW-TO-GUIDE

Follow the steps below to:

- add the Industry keys;
- submit the declaration; and
- add the sales and accounts person roles

1. **The Administrator** must login. (Only the administrator can make changes).

The screenshot shows the 'e-Services' login page. It has a title 'e-Services' in blue. Below it are two input fields: 'Username *' and 'Password *'. At the bottom right is a 'Log On' button.

2. Select '**New e-Services Portal**'

The screenshot shows the navigation bar of the e-Services portal. It includes links for 'Home', 'Municipal accounts', 'eProcurement', 'Motor vehicle licensing', and 'Service Activation'. Below these is a 'My user menu' section with a link for 'New e-Services portal' which is highlighted with a red box. At the bottom, there is a 'Welcome' message and a large 'Welcome to e-Services' banner.

3. Select **Service Registration for Supplier Self Service** tile

The screenshot shows a dashboard with several tiles. The 'Service Registration for Supplier Self Service' tile is highlighted with a red box. It is located in the second row of tiles, between 'My user roles' and 'Service Activation'. The tile has a blue header 'General' and a list of links: 'Contact us', 'Frequently asked questions', 'My user profile', 'My user roles', 'Service Registration for Supplier Self Service', and 'Service Activation'.

4. Select the **My Supplier** tile

The screenshot shows a dashboard with several tiles. The 'My suppliers' tile is highlighted with a red box. It is located in the second row of tiles, between 'My organisations' and 'My suppliers'. The tile has a blue header 'My suppliers' and a list of links: 'Maintain personal details', 'Activate services', 'Maintain people', 'Maintain organisations', and 'Maintain suppliers'.

5. The **Supplier Details** screen will open up.

1. Supplier details

Trading as name:

*CSD Number:

*Industry keys:

Community supplier: ☐ NO

Subcouncil:

*Income tax number:

*SARS TCS PIN:

VAT registration number:

Fields marked with * are compulsory input

6. Select the **'Declarations'** icon

Company registration number: 2019/532070/07

Details Addresses B-BBEE Contacts Accounts Certificates Documents **Declarations**

The declaration will open on **Schedule A**.

- Complete 3.3
- Answer all questions by selecting YES or NO.
- If YES, please provide all required information.
- Point 4, click on 'ADD' and enter the names and ID numbers of all directors listed on the CSD report

DECLARATION OF INTEREST - STATE EMPLOYEES

Note: Please fill in all required fields. If you select "Yes" on a select field you have to furnish particulars.

1. No bid will be accepted from persons in the service of the state.

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegation of favouritism, should the resulting bid, or part thereof be awarded to persons connected with or related to persons in service of the state, the bidder or their authorised representative declare their position in relation to the evaluation/adjudication authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full name of applicant or his or her representative:

3.2 Identity number:

*3.3 Position occupied in the Company (director, trustee, shareholder):

3.4 Company or Close corporation registration number:

3.5 Tax reference number:

3.6 VAT registration number:

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.7 Names of all directors, trustees, Shareholder members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

*3.8 Are you presently in the services of the state?

Continue

*3.8 Are you presently in the services of the state?

*3.9 Have you been in the service of the state for the past twelve months?

*3.10 Do you have a relationship (family, friend, business interest, other) with persons in service of the state?

*3.11 Are you aware of any relationship (family, friend, business interest, other) between any other bidder and any persons in service of the state?

*3.12 Are any of the company's directors, trustees, managers, principle shareholders, stakeholders or business associates in service of the state?

*3.13 Are any spouse, child, parent or close family member of the company's directors, trustees, managers, principle shareholders, stakeholders or business associates in service of the state?

*3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?

* denotes a required field

At least one entry is required on the table below to be able to submit the declaration.

4. Full details of directors, trustees, members and shareholders as per your official documents, i.e. CIPC, Shareholders Certificate etc. [Add Details](#)

Name	Surname	Identity/Passport number	Type	Employee number	Delete	Edit
No data						

Click on 'Add' to enter director's details.

Complete Schedule A, B and C

Supplier Declaration

[Schedule A](#) [Schedule B](#) [Schedule C](#)

At the bottom of Schedule C, tick in the **DISCLAIMER** box and **CONTINUE**

- Ensure ALL questions were selected;
- If you do not select all questions, the Continue button will be greyed out and you will not be able to continue.

☒ Disclaimer

*The signatory hereby acknowledges that, by ticking the appropriate box, the latter act constitutes an electronic signature, within the meaning of section 13(3) of the Electronic Communications and Transactions ACT, 25 of 2000, and that the City of Cape Town will rely on the electronic signature as valid and binding on the signatory. The signatory confirms that he/she has identified herself and by signing the declaration electronically (by ticking the box), the signatory certifies the information on the declaration form as true and correct.

* denotes a required field

[Continue](#)

Click on **REFRESH** and the declaration details will pull in.

Details Addresses B-BBEE Contacts Accounts Certificates Documents **Declarations**

Declarations Declaration type * [Refresh](#)

Declaration type	Last update on	Expiry date
Supplier declaration	Tuesday, Jul 26, 2022	Tuesday, Jul 25, 2023

Click on Step 4 - Select one of the roles and thereafter select the other role.

*Role		
Phone	* Accounting officer * Sales person	

Save and Submit to us for approval.