CITY OF CAPE TOWN ONLINE REGISTRATION (NEW SUPPLIER_1st time)

Website: www.capetown.gov.za

First create a personal profile by having a unique Username and Password. Once the registration is completed you will get a temporary password in your email inbox. The temporary password must be changed immediately to your OWN password because it expires. Please ensure that you don't forget your Username and Password as this will cause delays during registration process.

Requirements below to be scanned individually (one by one) in a PDF Format .

- ✓ Proof of Company Registration (CIPC) Page with Directors names
- ✓ Letter of Authorisation, selecting the administrator (see sample attached)
  Must be completed and signed by the Director of the company.
- ✓ Authorising ID
- ✓ Administrators ID
- ✓ Sales & Accounts Person ID if different from Administrator or Authorisation person
- ✓ CSD report
- ✓ SARS PIN Certificate
- ✓ Proof of Address
- ✓ BBBEE Certificate / Sworn Affidavit
- ✓ Bank Account Confirmation

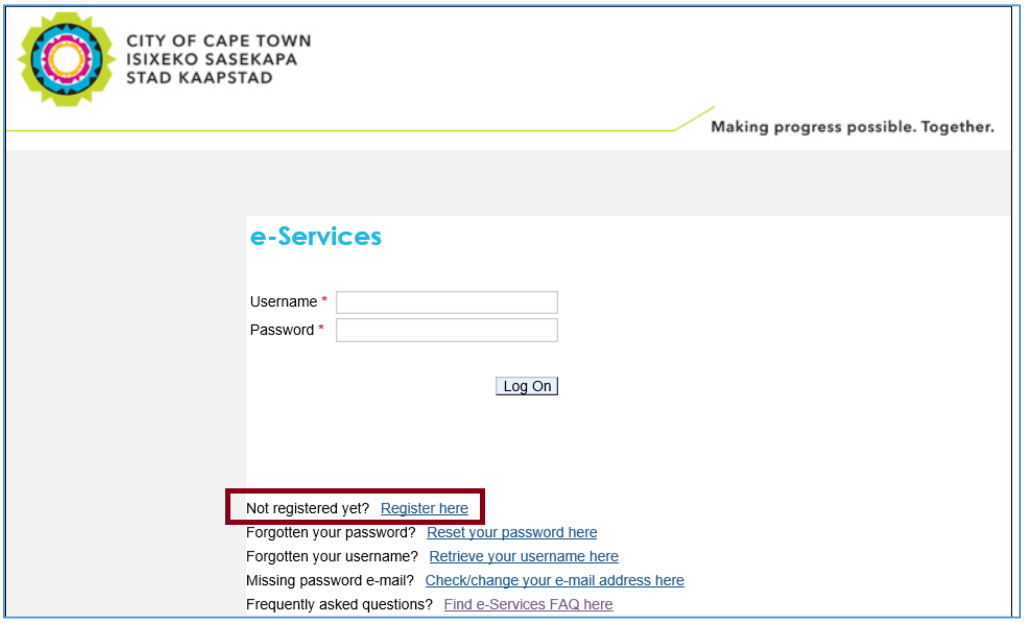
Contact Details: For any assistance with online queries, the following helpline are available:

Supplier Online Queries:	supplier.management@capetown.gov.za
PASSWORD & Login Queries:	eservices@capetown.gov.za or help.uces@capetown.gov.za
RFQ Related Queries:	EProcurement.RFQ@capetown.gov.za Boniswa Mnene <BoniswaDineo.Mnene@capetown.gov.za> Elvira Diljee < Elvira.Diljee@capetown.gov.za> Rosina Pretorius < RosinaJoy.Pretorius@capetown.gov.za> Liezel OliverLiezelCindy.Oliver@capetown.gov.za

HOW TO REGISTER ONLINE

THIS REGISTRATION MUST BE PERFORMED BY THE ADMINISTRATOR

Step 1. Log in and register yourself on E-service



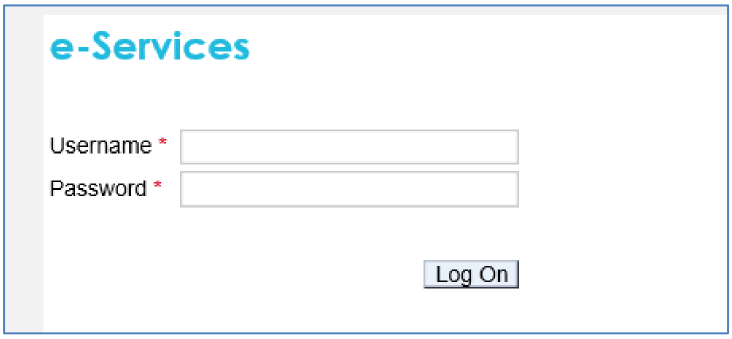
At this point, you will enter your personal information …unique email address, username, etc. (Do not add the company/organisation details – this is for your personal information)

A temporary password will be e-mailed and used to log in the first time. Thereafter a unique password should be chosen.

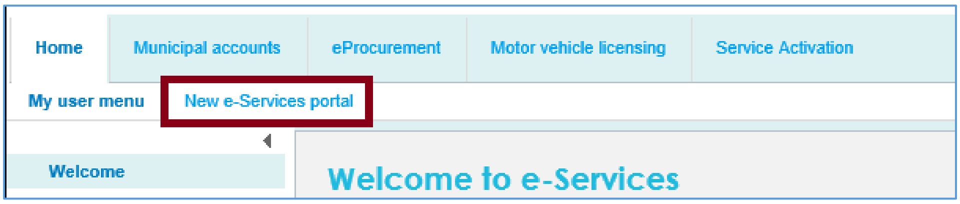
If you encounter any problems or errors with the above registration, send mail (help.uces@capetown.gov.za)

Step 2:

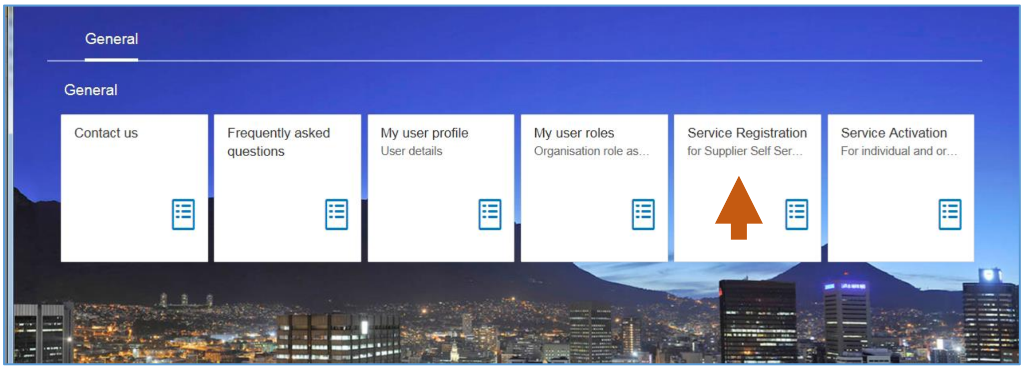
When you have your username and password you can now log on to register the supplier by entering your username and password



Step 3: Select “**New E-service Portal**

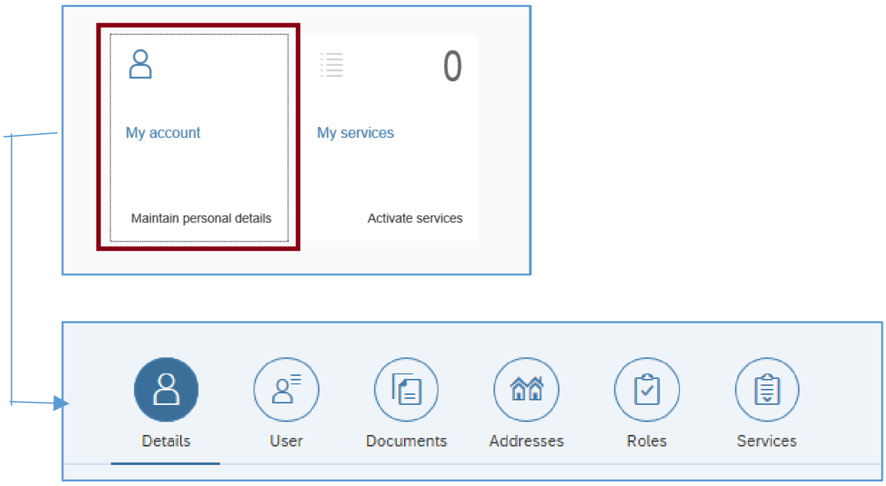


Step 4: Select “**SERVICE REGISTRATION for Supplier Self Service**” tile



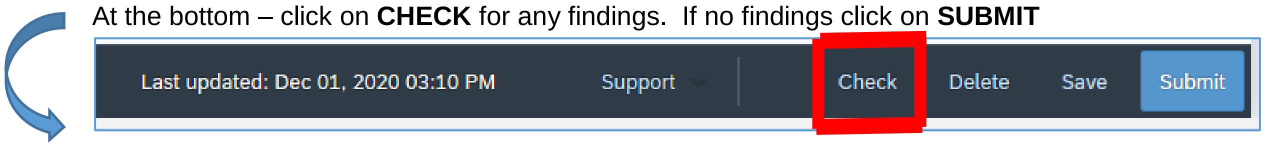
Step 5:

Select the “**My Account**” tile



Details Icon	:	Check for correct Landline / Mobile & Id number
User Icon	:	Username and email address should show, if not add details
Documents Icon	:	Click in the box on the dropdown V and +ADD and only upload your ID Document only.
Addresses Icon	:	Click in the box on the dropdown V and +ADD and select “PHYSICAL” Address and add the details.

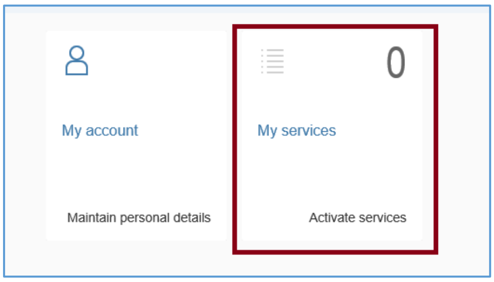
At the bottom – click on **CHECK** for any findings. If no findings click on **SUBMIT**



You have now completed the personal details of yourself. (The My Account only.)

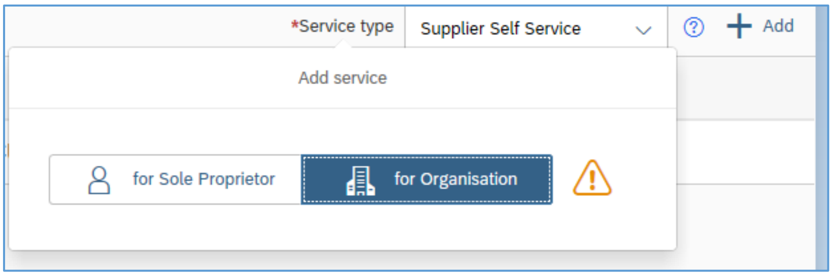
To create **a SERVICE** and add the Organisation

Step 6: Select the "**My Service**" tile and click to open (see below screen print)

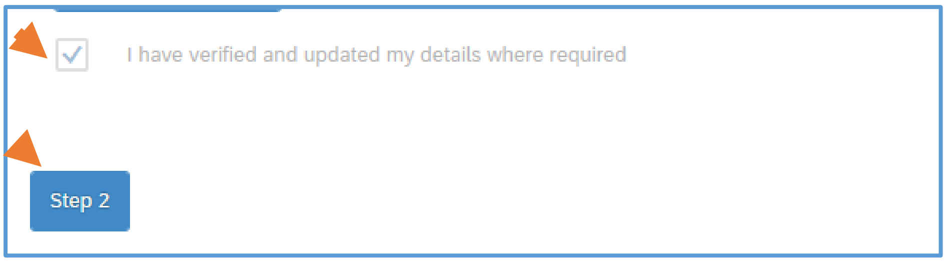


Step 7:

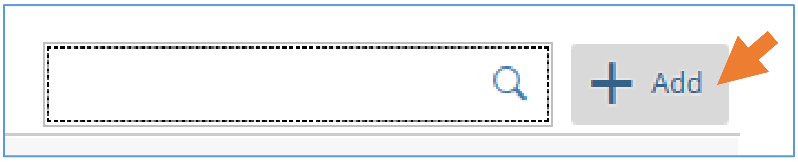
Click in the BOX on the dropdown **V** and select **<u>Supplier Self Service</u>** and **<u>+Add</u>** and **<u>for Organisation</u>**



Step 8: Tick in the **small box** (I have verified …) and then select "**STEP 2**"



Step 9: Click on **+ADD** to add the Organisation to your profile



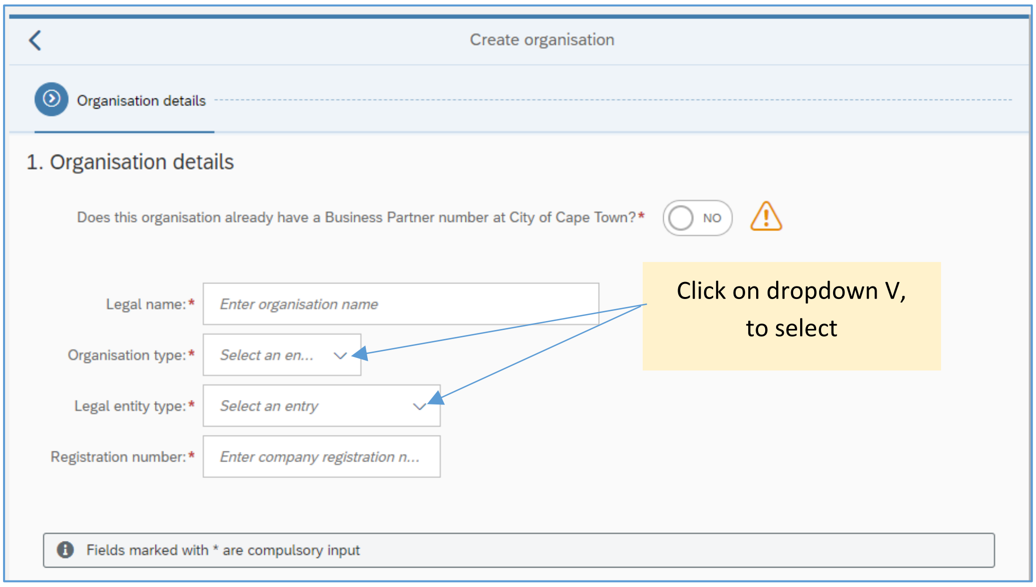
Step 10: Start to process the Organisation details

Important

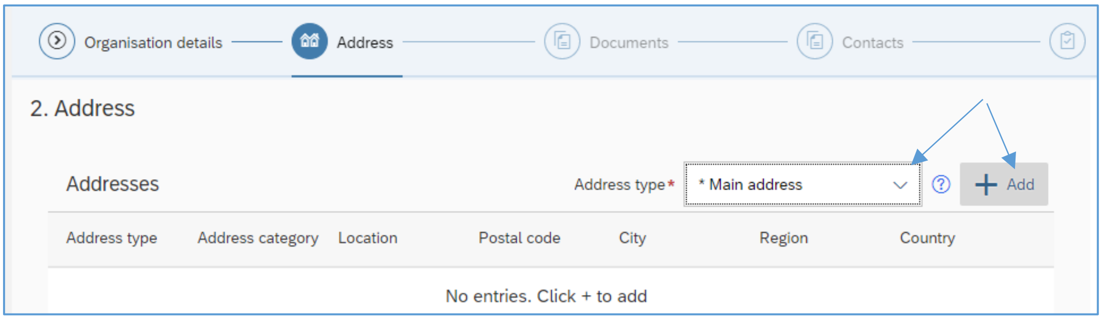
Keep the slider on N**O** and complete the information on all the different icons/tabs (*Details, Addresses, Documents, Role and Contact Icons)*

***1.* Details Icon** : Legal Name, Organisation Type, Legal Entity, Ck number, Supplier #)

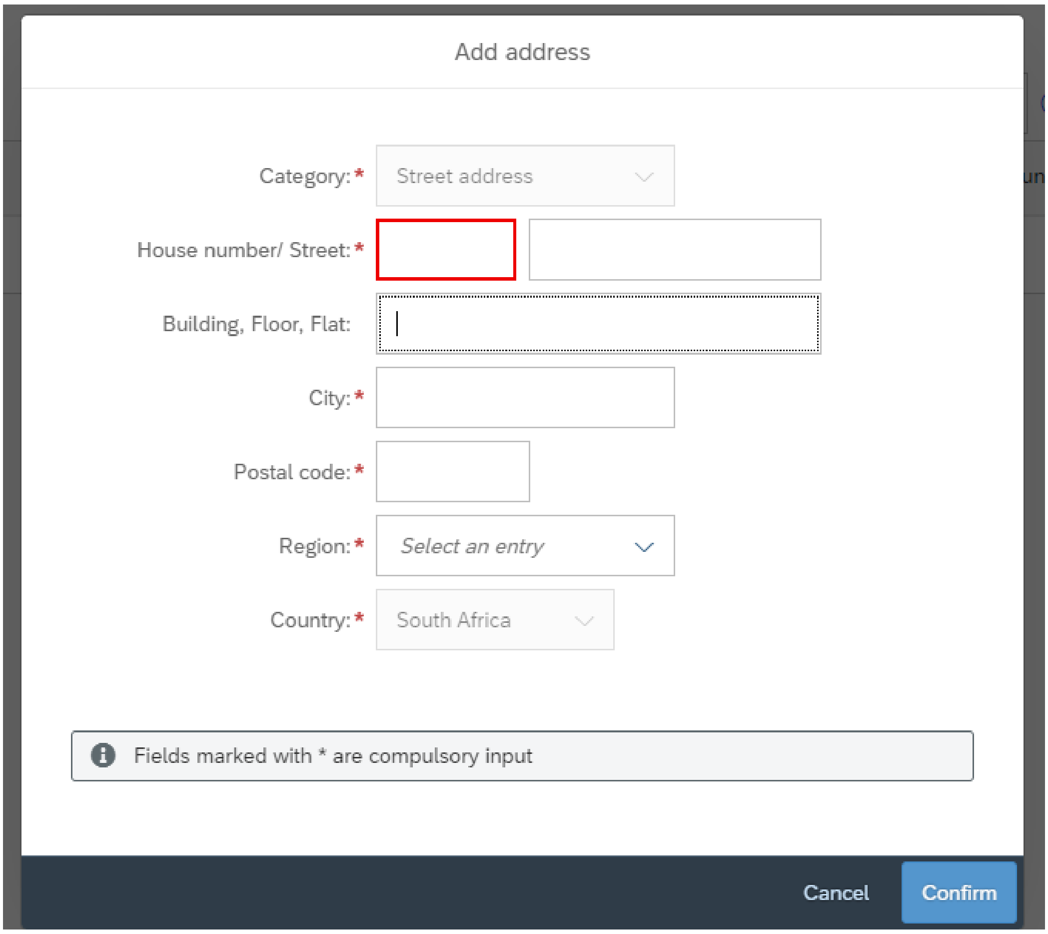
Where there is a dropdown, click on it to select.



***2.* Addresses Icon** : Click in the box on the dropdown V and +ADD and select "**Main" Address** and add the details.



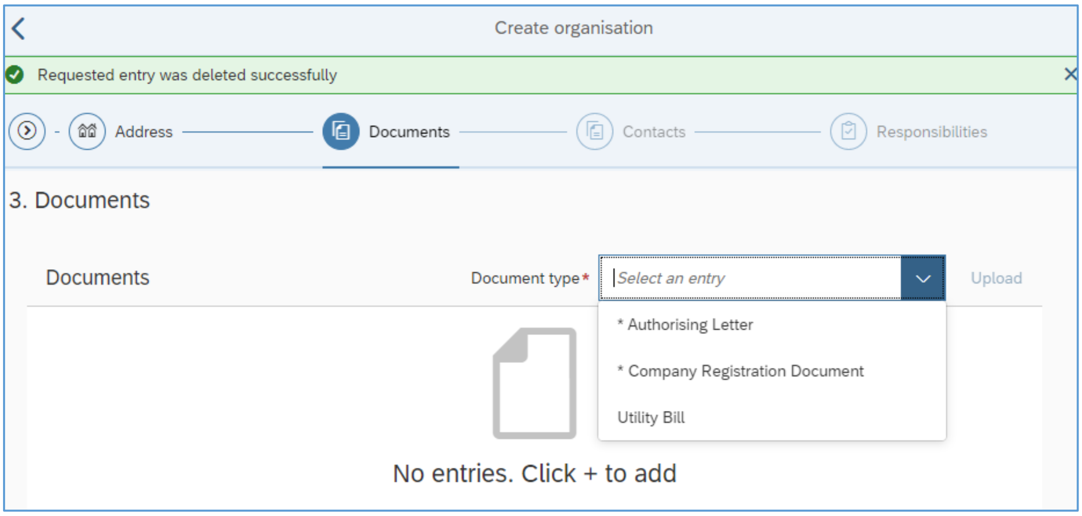
The below screen will open. Add the company address details and CONFIRM.



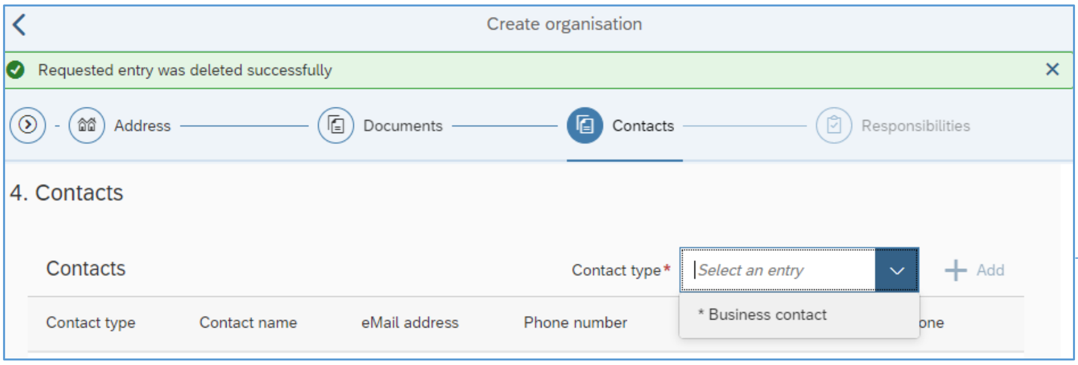
3. Documents Icon : Click in the box on the dropdown V and +Add and upload <u>only</u>:

❶ **Authorisation letter**

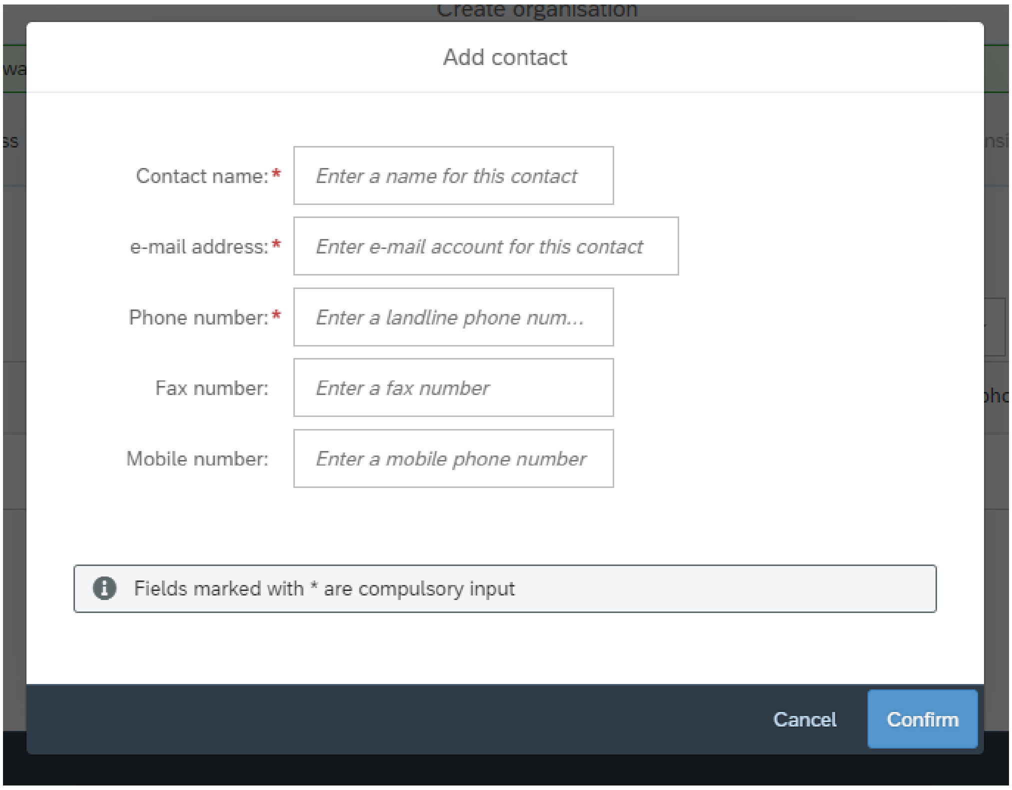
❷ **Company Registration** document



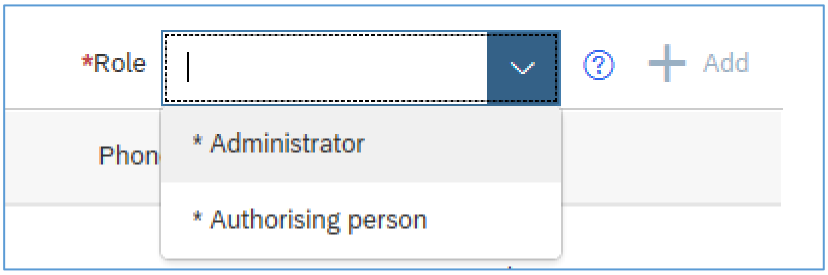
4. Contacts Icon: Click on Business Contact and + ADD and Add the contact details of the Authorisation Person.



The below will open. Add the contact details (for the Authorising person) and CONFIRM



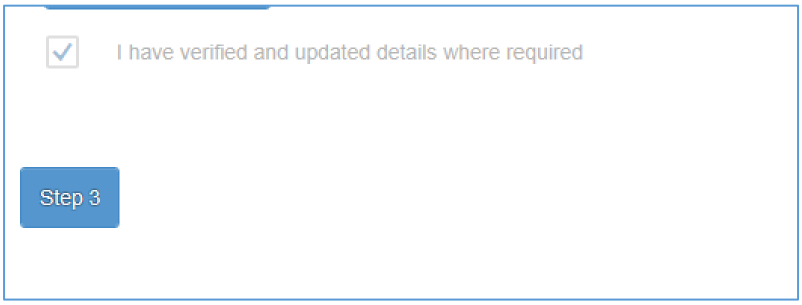
5. Roles Icon: Click in the box on the drop down V and +ADD and select the Administrator Role and thereafter the Authorisation Person role.



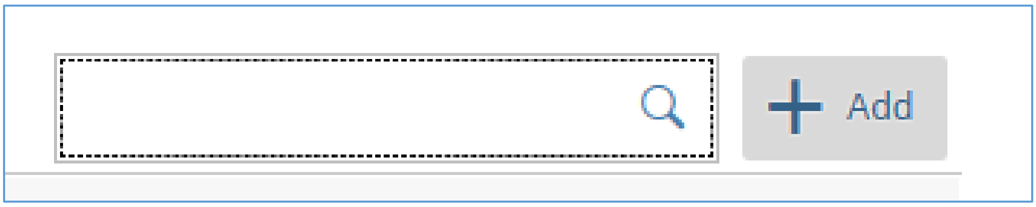
Start to process the Supplier details

Step 11: Click on **CONTINUE**

Tick in the **small box** (I have verified….) and then select "**STEP 3**"

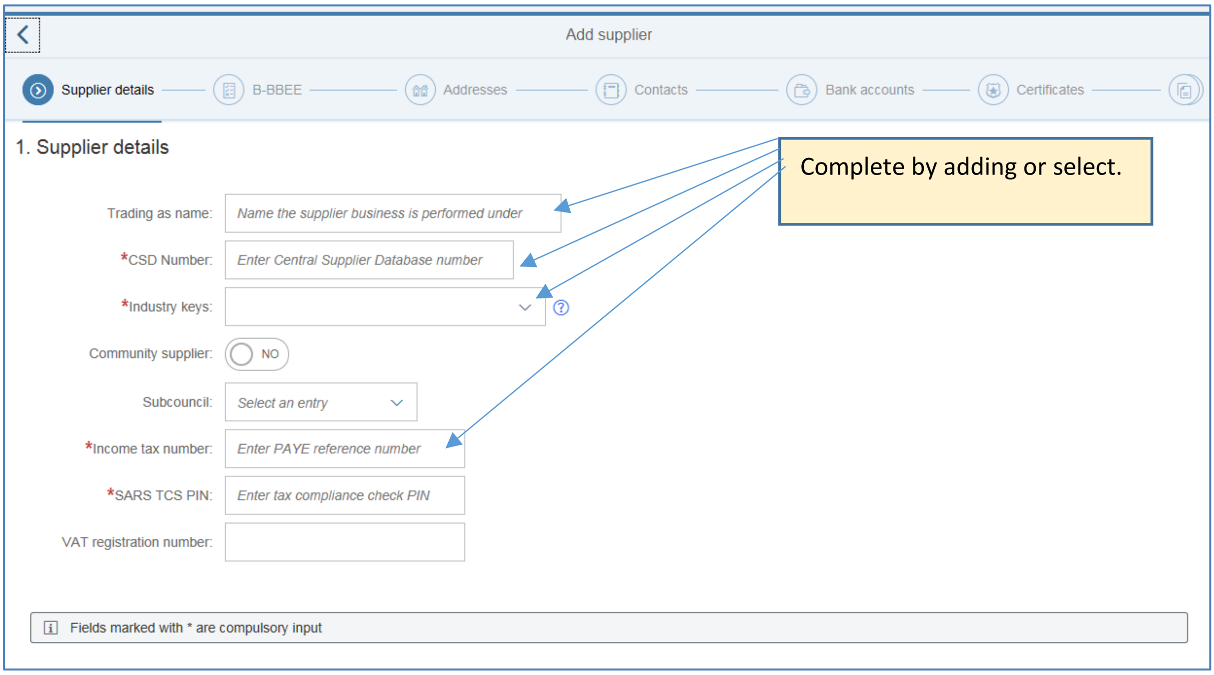


Step 12: Click on **+ADD** to add the Supplier to the profile

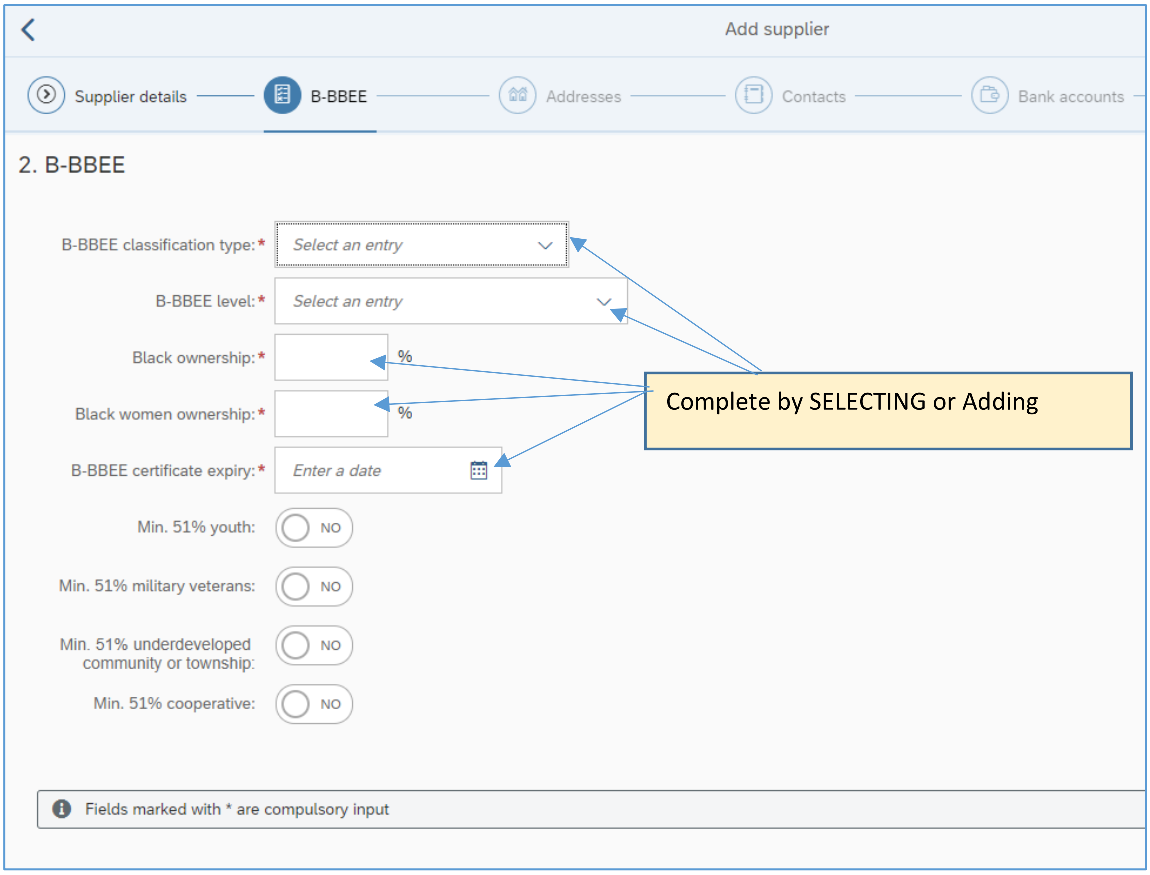


Step 13: The Supplier Details screen will open.

Step 1: Complete the information on the DETAILS icon

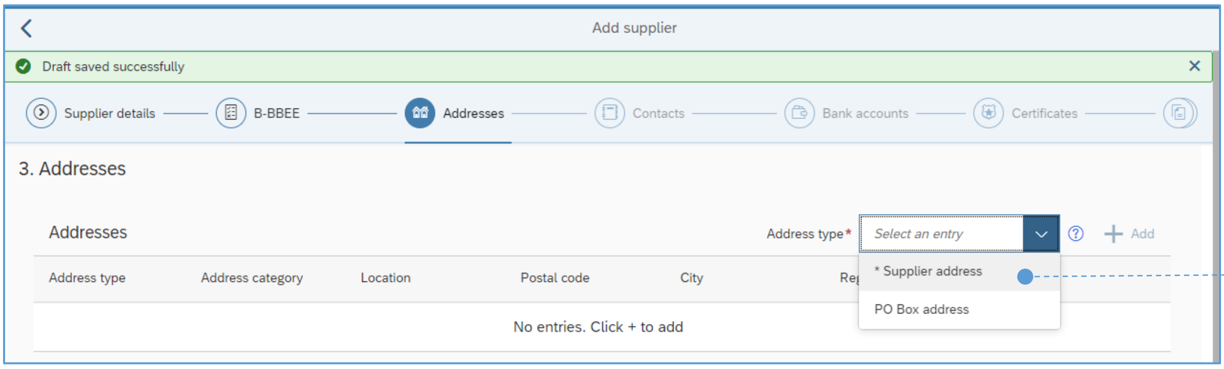


Step 2: Complete the details on the B-BBEE Icon

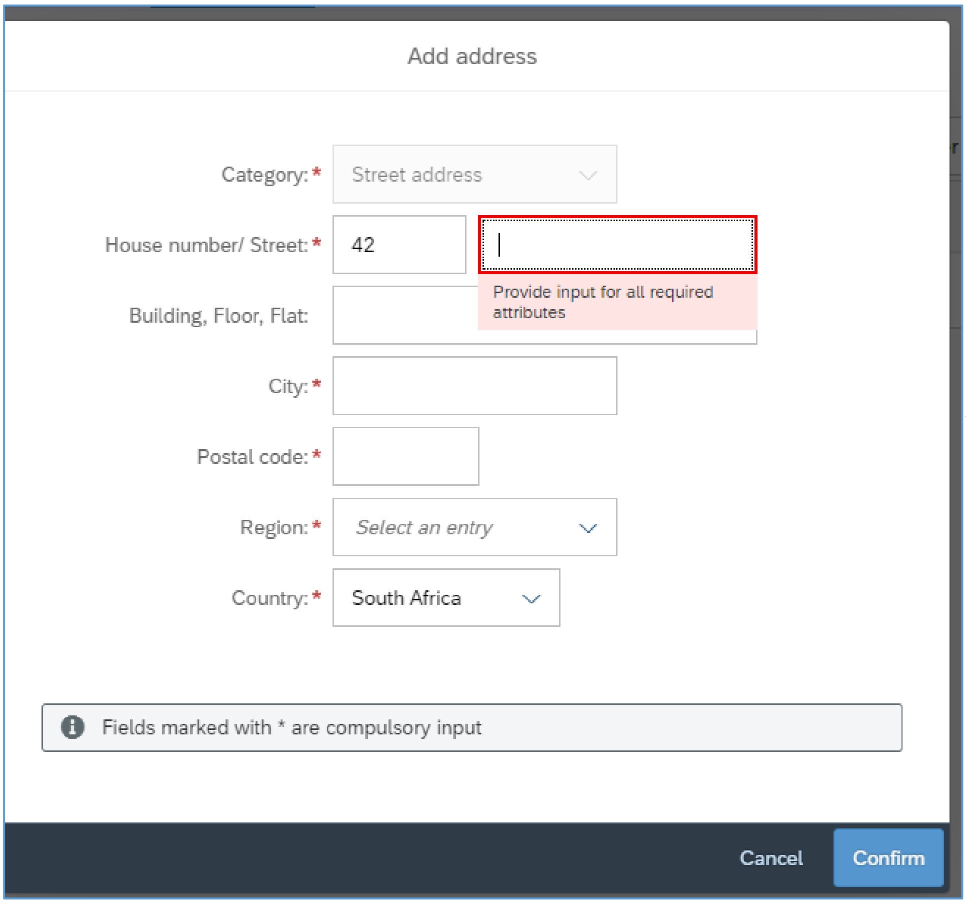


Step 3: Addresses Icon

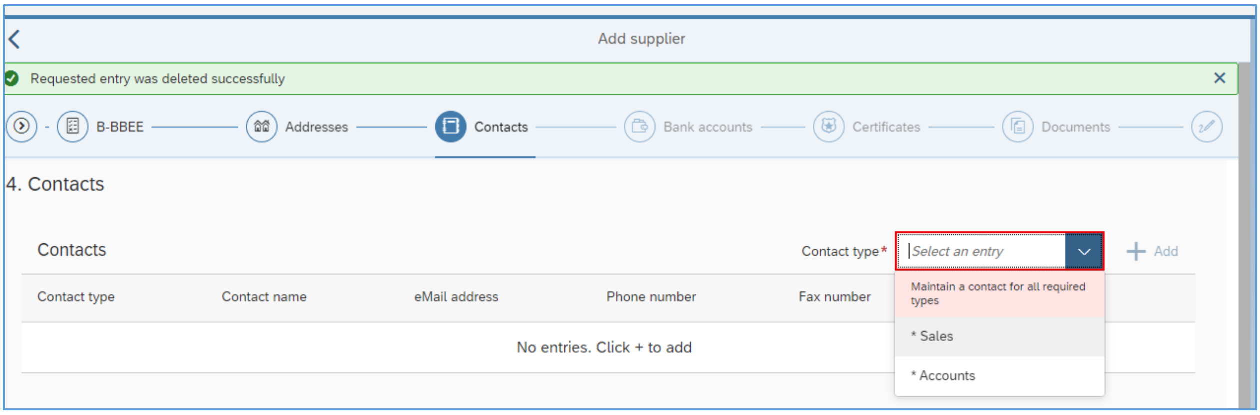
Add the supplier address details by click on **Supplier Address** and **+ADD**



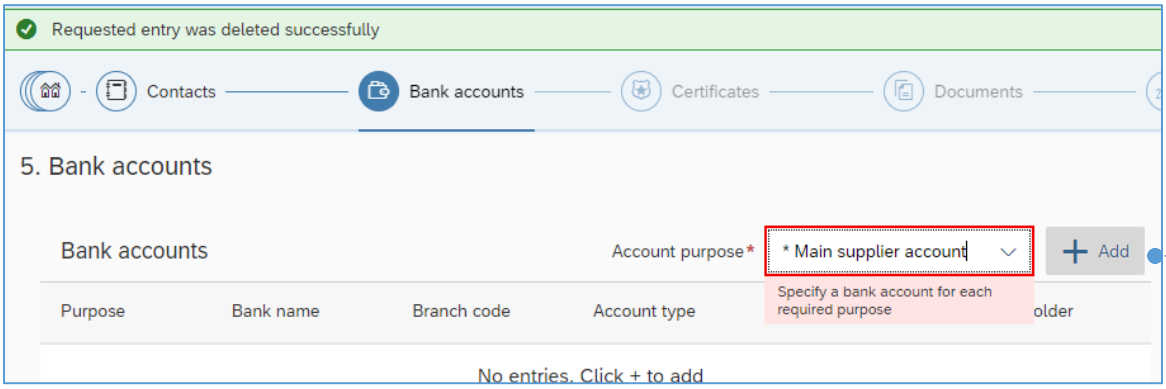
The below will open. Add the supplier address and CONFIRM.



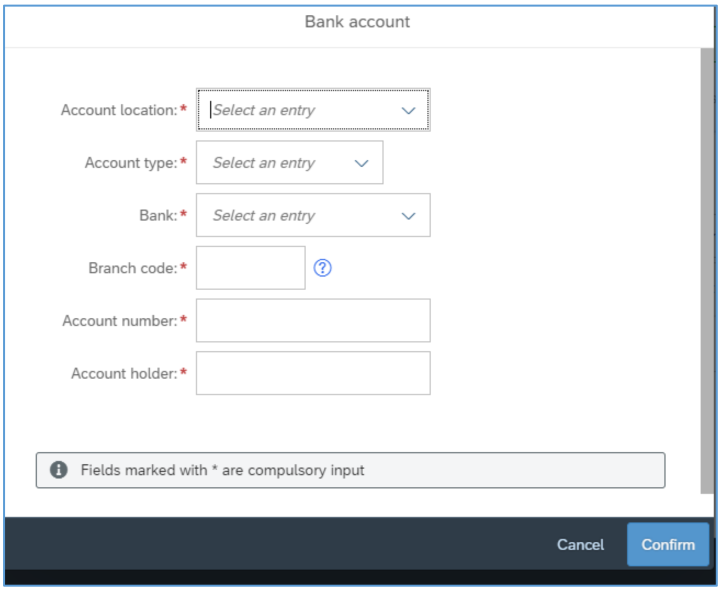
Step 4: Add the Sales & Accounts contact person on the CONTACTS Icon.
First select the one and than go back to the box and select the other one.



Step 5: Add the Bank Account details on the BANK ACCOUNTS icon by clicking on Main Supplier Account and +ADD



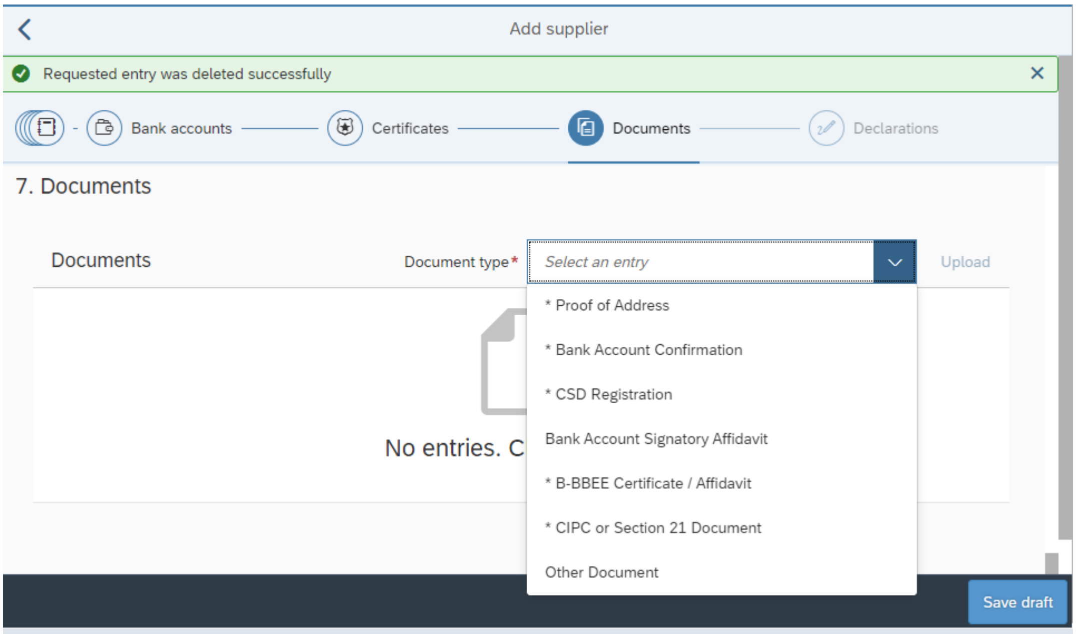
Add the details and confirm.



Step 6: Certificates

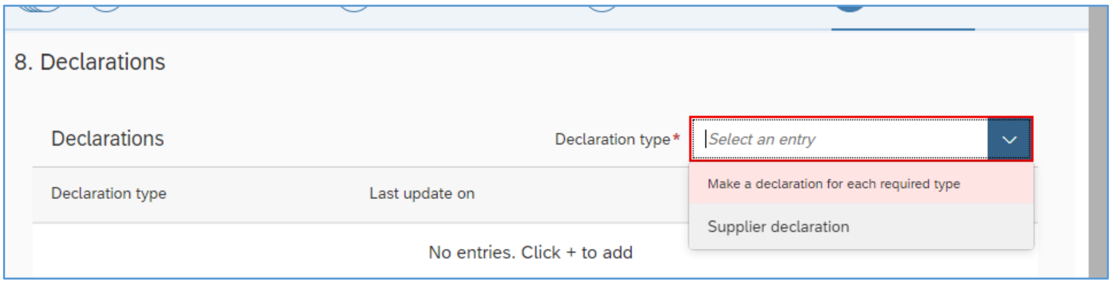
- Only applicable for Coida and CIDB certificates.

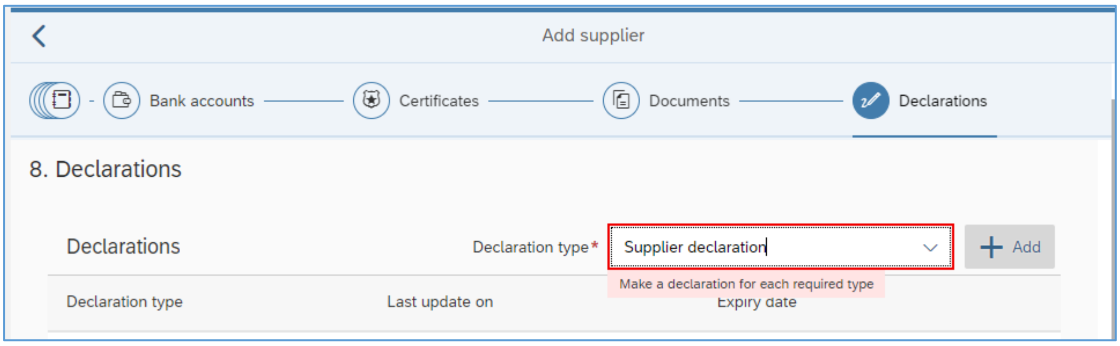
Step 7: Upload all relevant documents against the correct option on the DOCUMENTS Icon.



Step 8: Declaration .

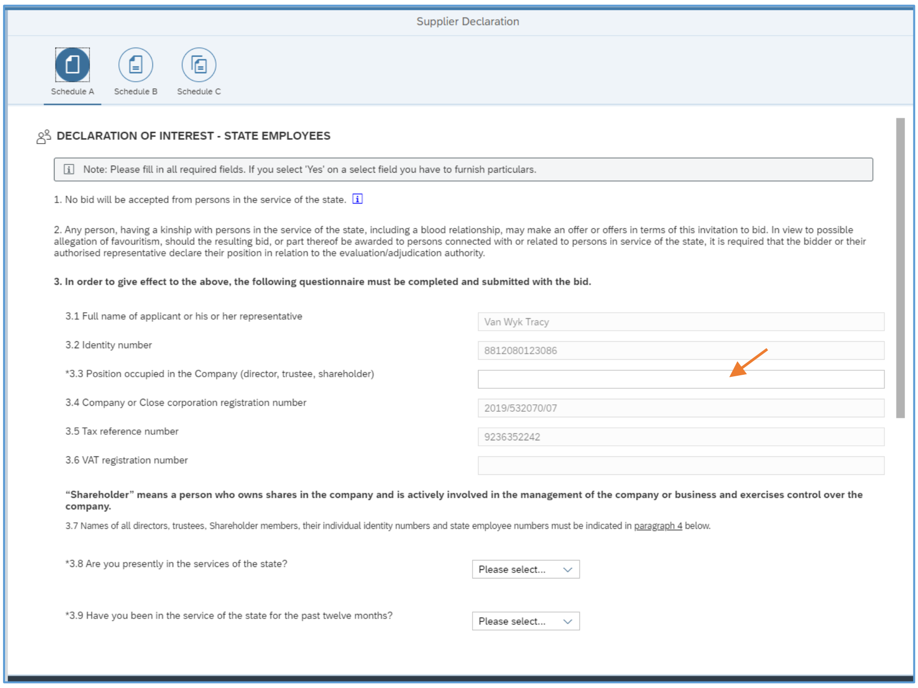
Click in the box on Supplier Declaration and +Add





Schedule A screen will open.

- Complete 3.3 and complete all the questions.
- Point 4 , click on ADD and add the names and Id numbers of all directors listed on the CSD report



Supplier Declaration

Schedule A Schedule B Schedule C

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 to 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, it is required that the bidder or their authorised representative declare their position in relation to the evaluation/adjudication authority.

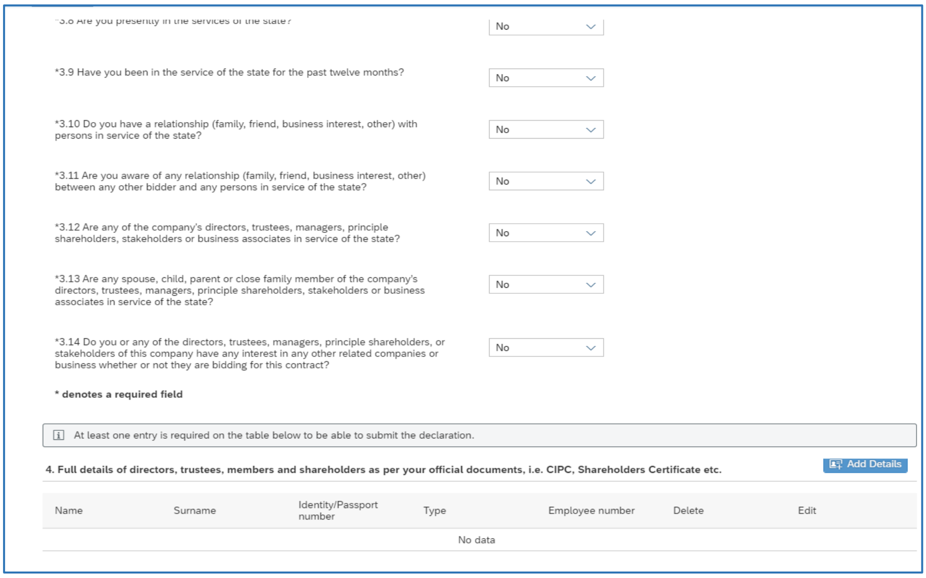
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full name of applicant or his or her representative	Van Wyk Tracy
3.2 Identity number	8812080123086
*3.3 Position occupied in the Company (director, trustee, shareholder)	
3.4 Company or Close corporation registration number	2019/532070/07
3.5 Tax reference number	9236352242
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?	Please select...
*3.9 Have you been in the service of the state for the past twelve months?	Please select...



*3.8 Are you presently in the services of the state?	No
*3.9 Have you been in the service of the state for the past twelve months?	No
*3.10 Do you have a relationship (family, friend, business interest, other) with persons in service of the state?	No
*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?	No
*3.12 Are any of the company's directors, trustees, managers, principle shareholders, stakeholders or business associates in service of the state?	No
*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?	No
*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?	No

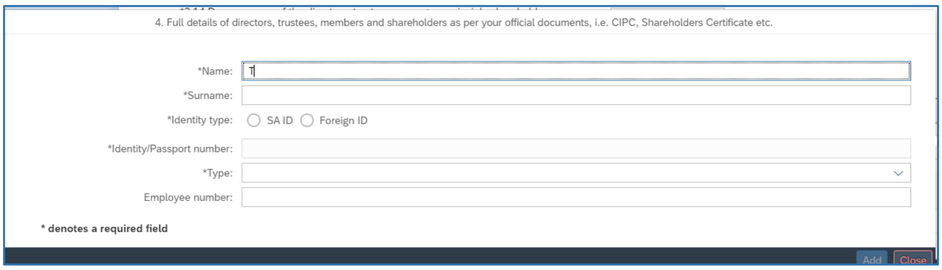
*** denotes a required field**

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			



4. Full details of directors, trustees, members and shareholders as per your official documents, i.e. CIPC, Shareholders Certificate etc.

*Name: T

*Surname:

*Identity type: SA ID Foreign ID

*Identity/Passport number:

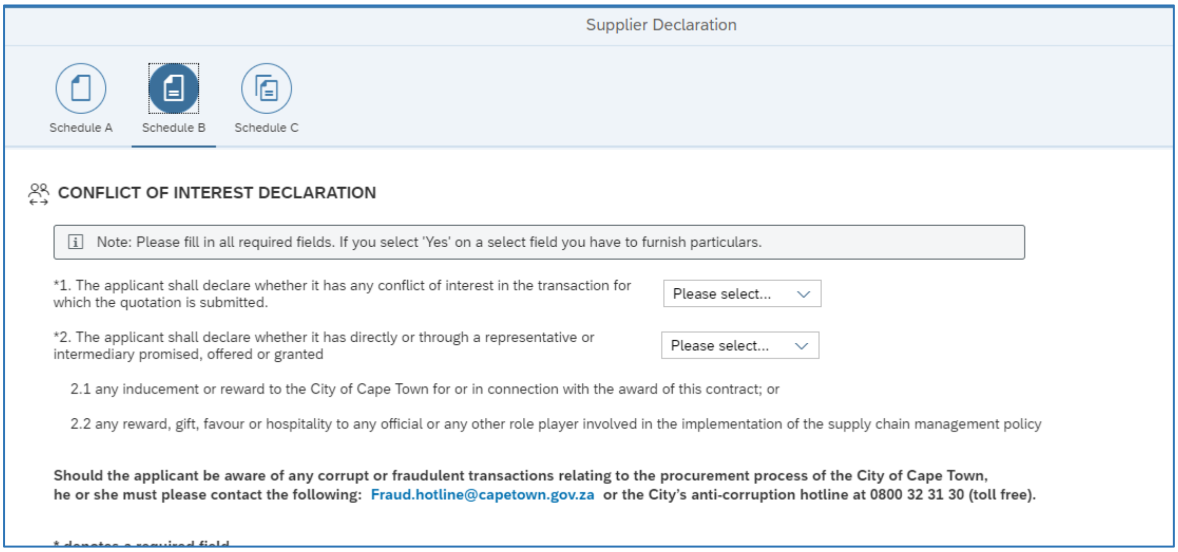
*Type:

Employee number:

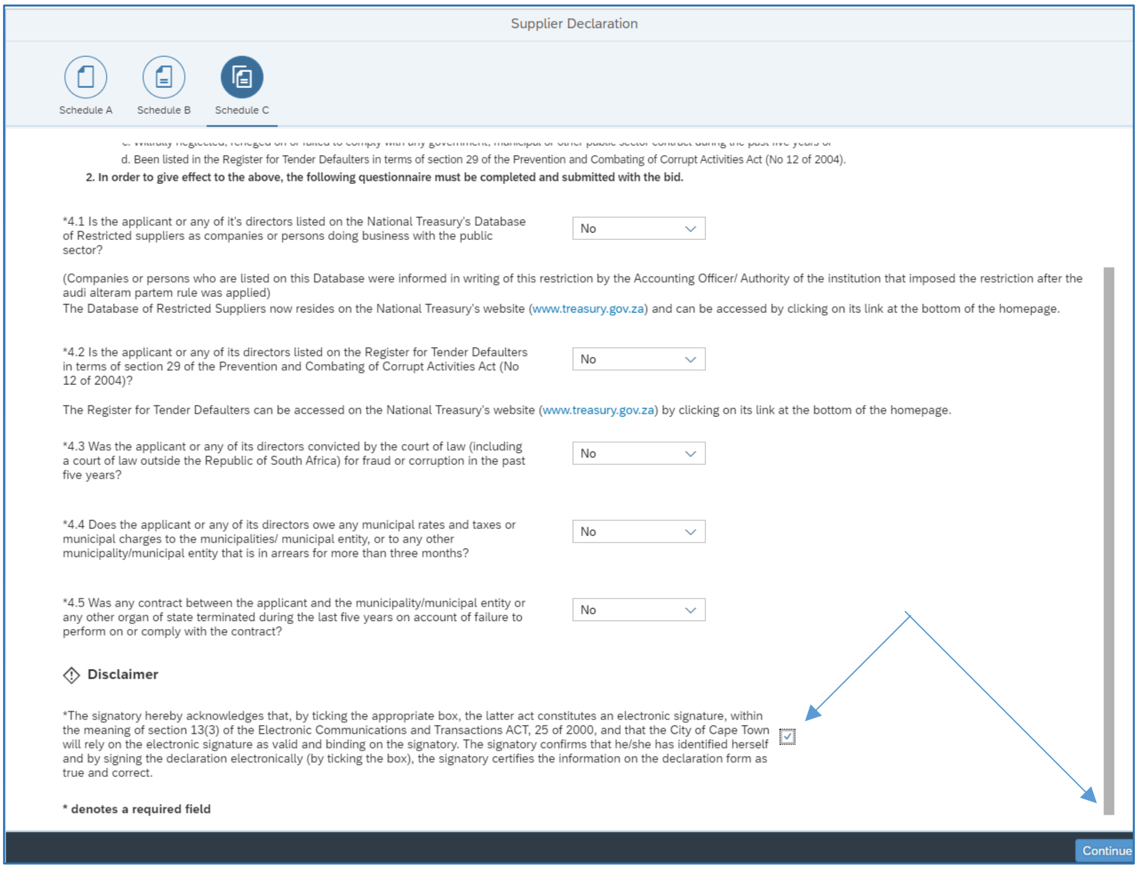
*** denotes a required field**

Add Close

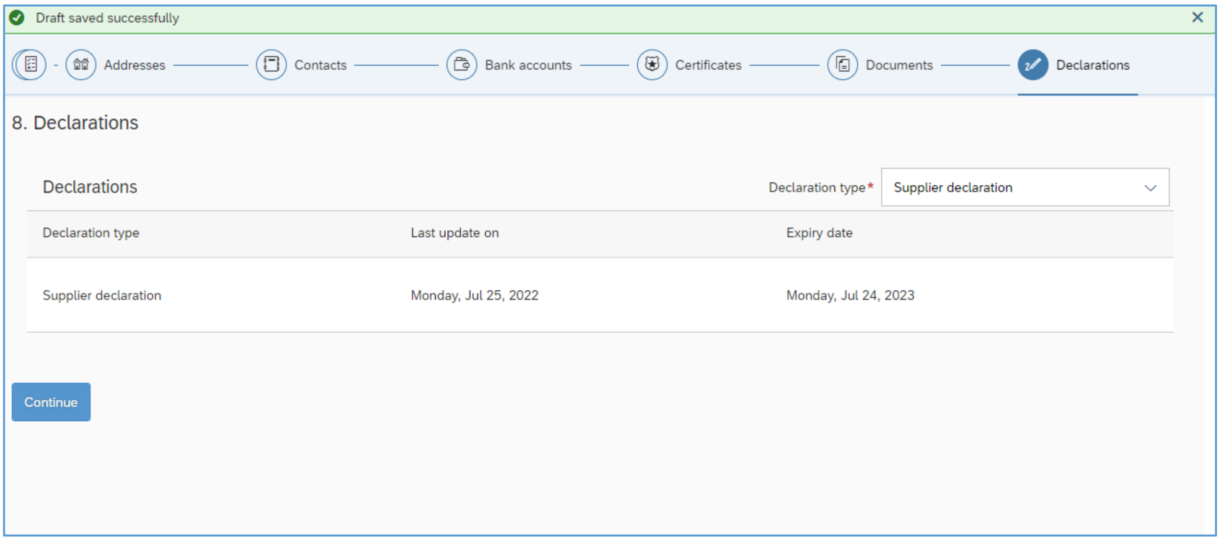
Complete Schedule B



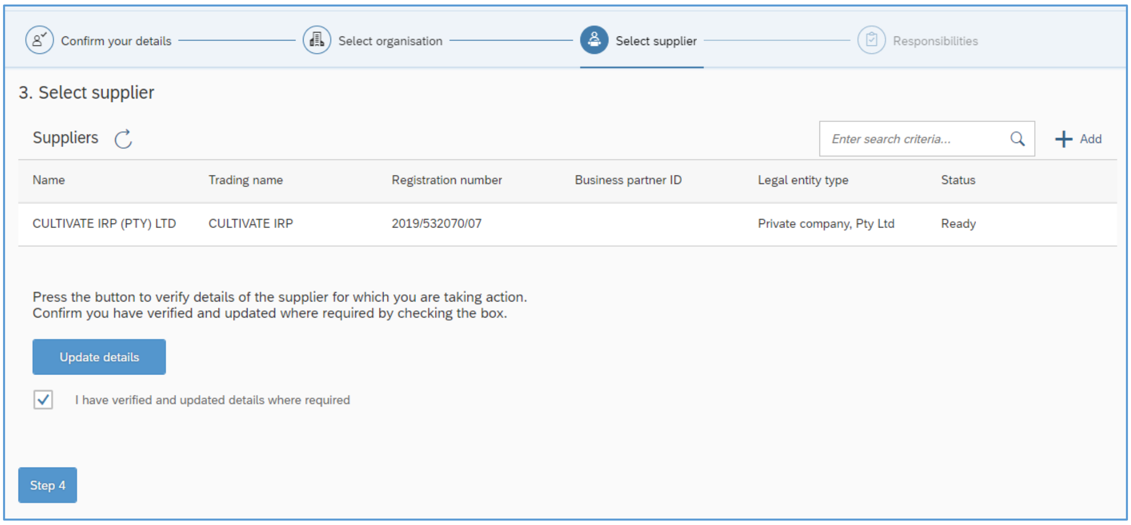
Schedule C – Complete Schedule C and click in the Disclaimer box and Continue

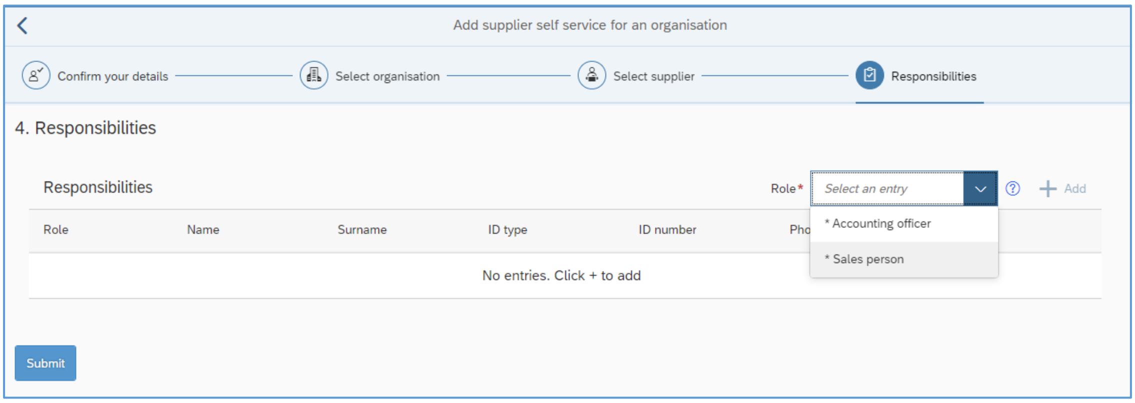


The declaration will pull through and click on CONTINUE

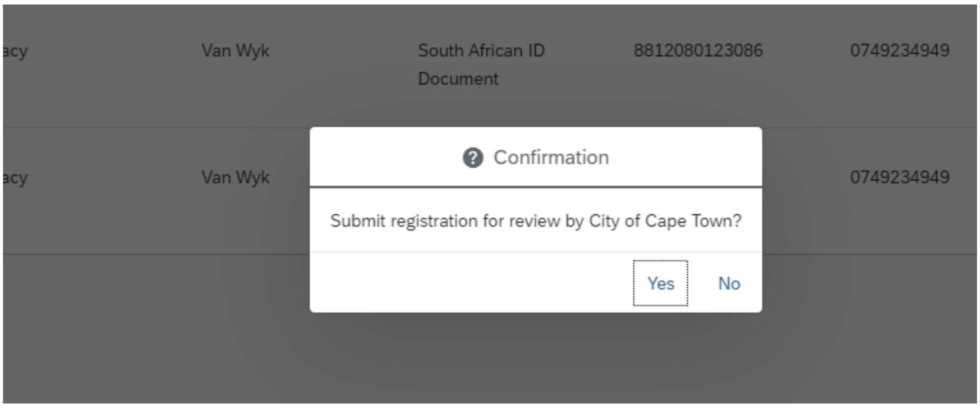


Click on step 4 to add the Sales & Accounts person role. Select the roles and submit.

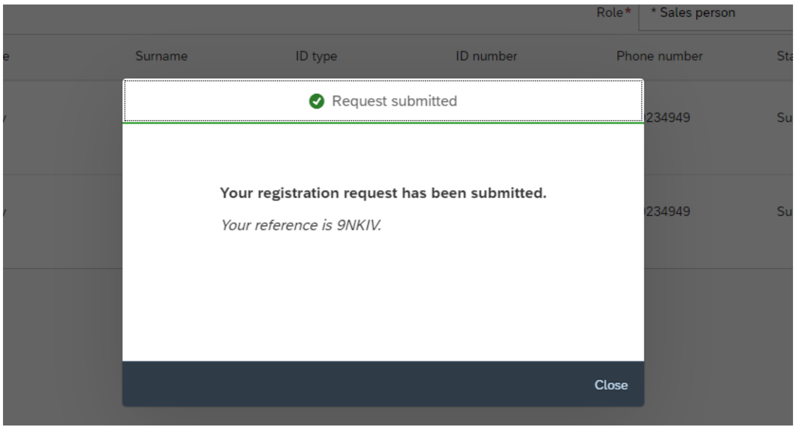




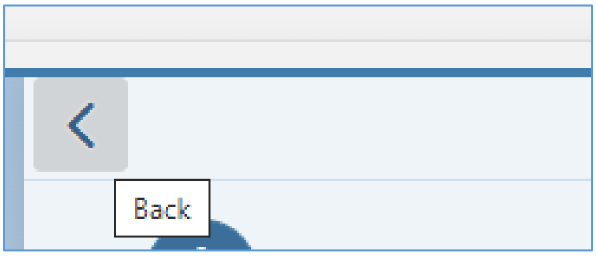
Select YES



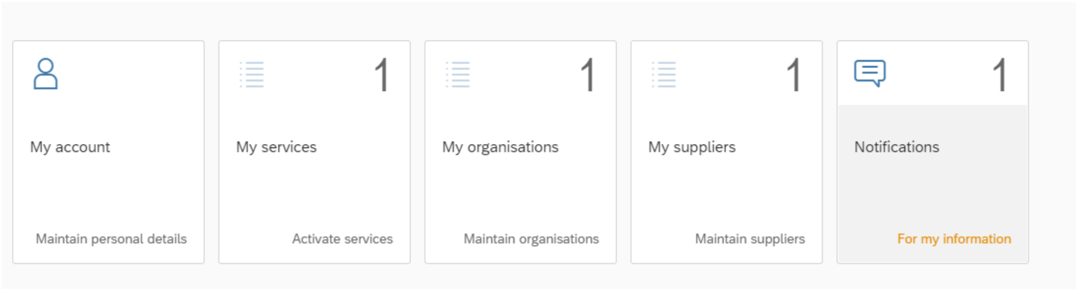
Close the window



Click on the black arrow on top to go back to the original screen.



Once you are completed with the online registration process , you should have all of the below tiles.



Important to notice ONLY when all the above mentioned tiles are approved, the RFQ and PO Tracking tiles will show.

Different online roles:

 Organisation

➢ An Organisation is a legal entity registered with CIPC and will have a company registration number, e.g. 2000/000123/07.
➢ An organisation must register four role players. These roles may be performed by the same or multiple individuals.

An Organisation must have individuals performing the following roles:

 Administrator Role

➢ The administrator is the person maintaining the online company data, as nominated by the Authorising Official.
➢ The administrator will allocate the other role players as stipulated below.
➢ This registration must be performed by the Administrator.

 Authorizing Official Role

➢ The authorising official does not perform an online function. It is his/her job to grant the authority to the administrator, as per Authorising letter (See Supporting Documents below).

 Sales Person Role

➢ The Sales person can view RFQs and submit quotations.
➢ The Sales Person cannot maintain the Organisation's data

 Accounting Officer Role

➢ The accounting officer can upload the Statements

Important Notices:

◆*Your registration will take between 2 - 5 working days.*

◆*Only the Sales Person, as assigned by the Administrator will be able to see the RFQ tile.*

◆*On the RFQ tile, you will be able to view "Request for Quotations" and submit quotations online.*

SAMPLE COPY OF AUTHORISATION LETTER

INSERT YOUR COMPANY'S LETTERHEAD HERE

Letter of authorisation

I, ____________________(name) , in my capacity as ______________(position) in ________________ (organisation), hereby give authority to __________________________(name) , in his/her capacity as ______________________ (position) to act as _____________________ (organisation) administrator in assigning, maintaining and managing user access for _________________(organisation).

Signed on ________________________ 2018 at ___________________________.