

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>

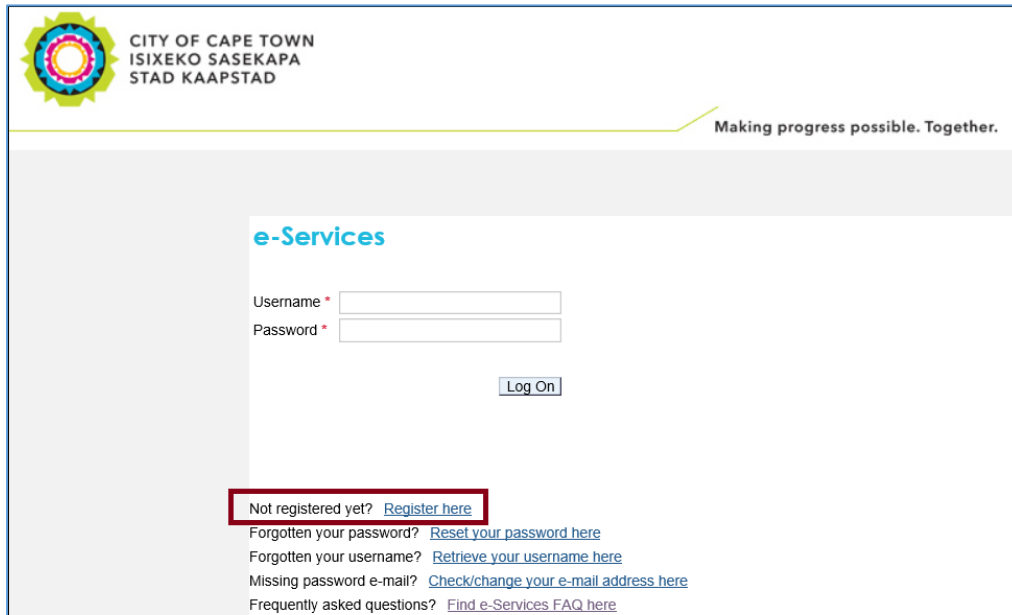
Elvira Diljee <Elvira.Diljee@capetown.gov.za>

Rosina Pretorius <RosinaJoy.Pretorius@capetown.gov.za>

Liezel Oliver LiezelCindy.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



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Making progress possible. Together.

e-Services

Username *

Password *

Not registered yet? [Register here](#)

Forgotten your password? [Reset your password here](#)

Forgotten your username? [Retrieve your username here](#)

Missing password e-mail? [Check/change your e-mail address here](#)

Frequently asked questions? [Find e-Services FAQ here](#)

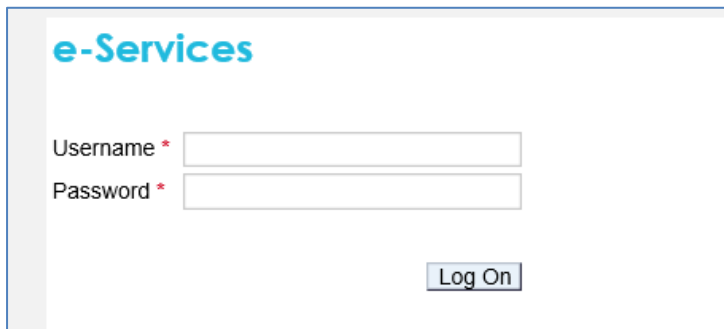
At this point, you will enter your personal information ...unique email address, username, etc.
(Do not add the company/organisation details – this is for your personal information)

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

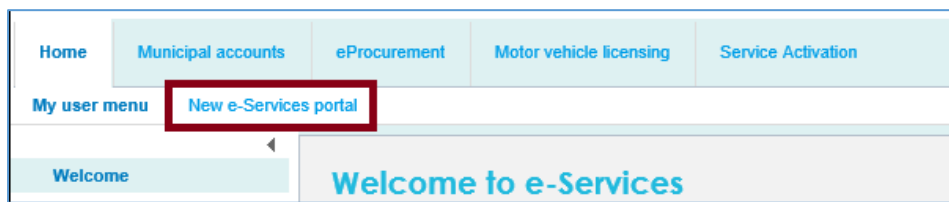


e-Services

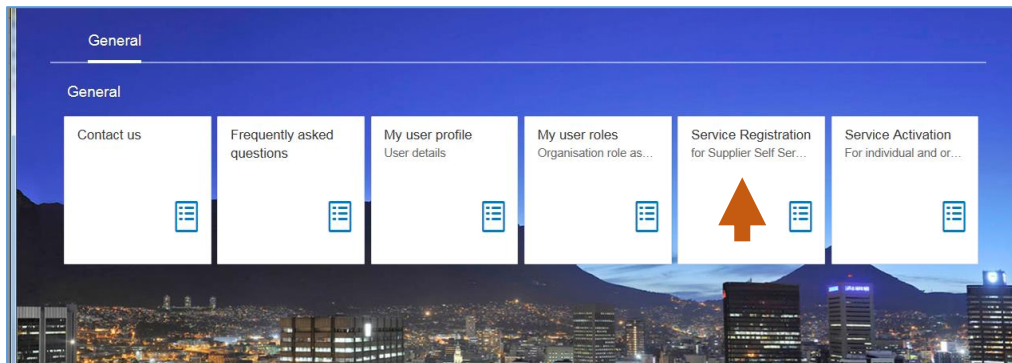
Username *

Password *

Step 3: Select “New E-service Portal

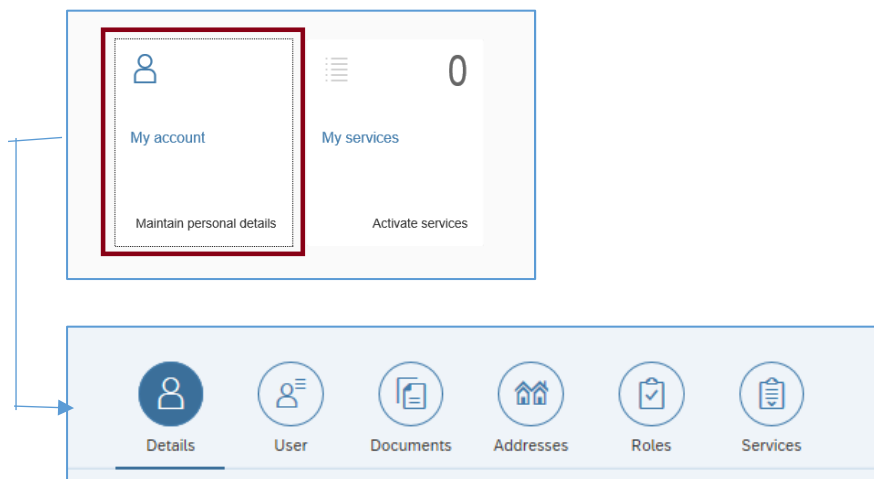


Step 4: Select “SERVICE REGISTRATION for Supplier Self Service” tile



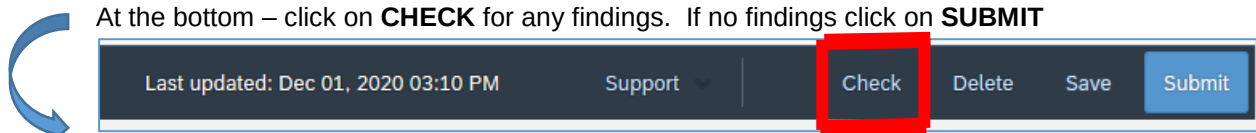
Step 5:

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.

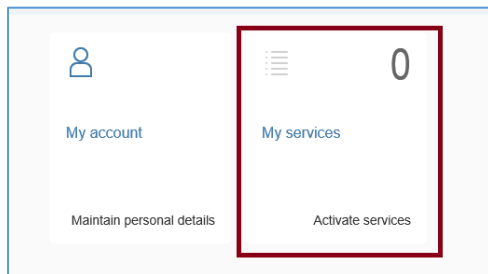
At the bottom – click on **CHECK** for any findings. If no findings click on **SUBMIT**



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

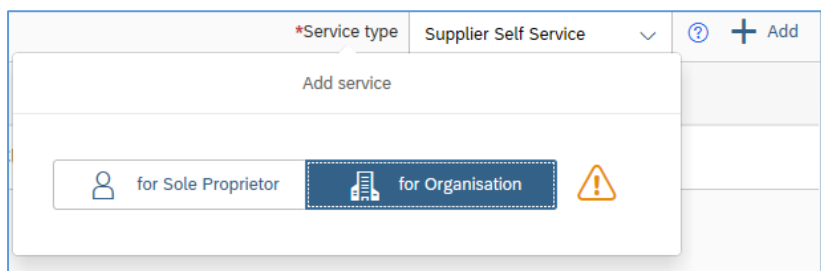
To create a **SERVICE** and add the Organisation

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

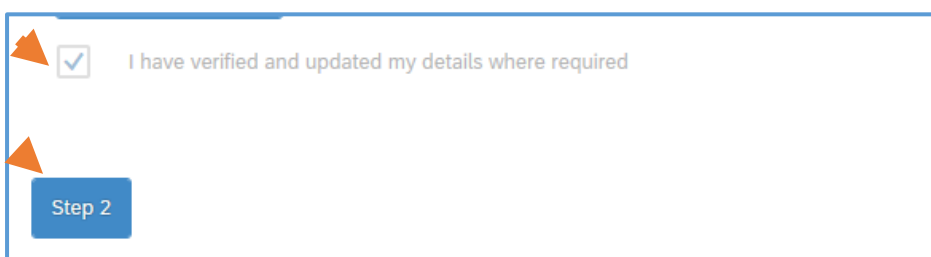


Step 7:

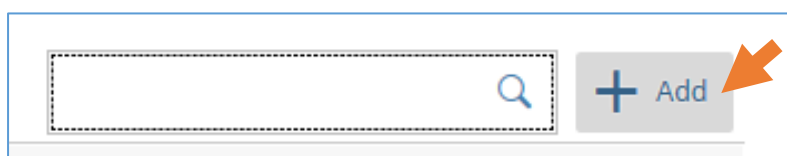
Click in the BOX on the dropdown **V** and select **Supplier Self Service** and **+Add** and **for Organisation**



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 **NO** 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 #)

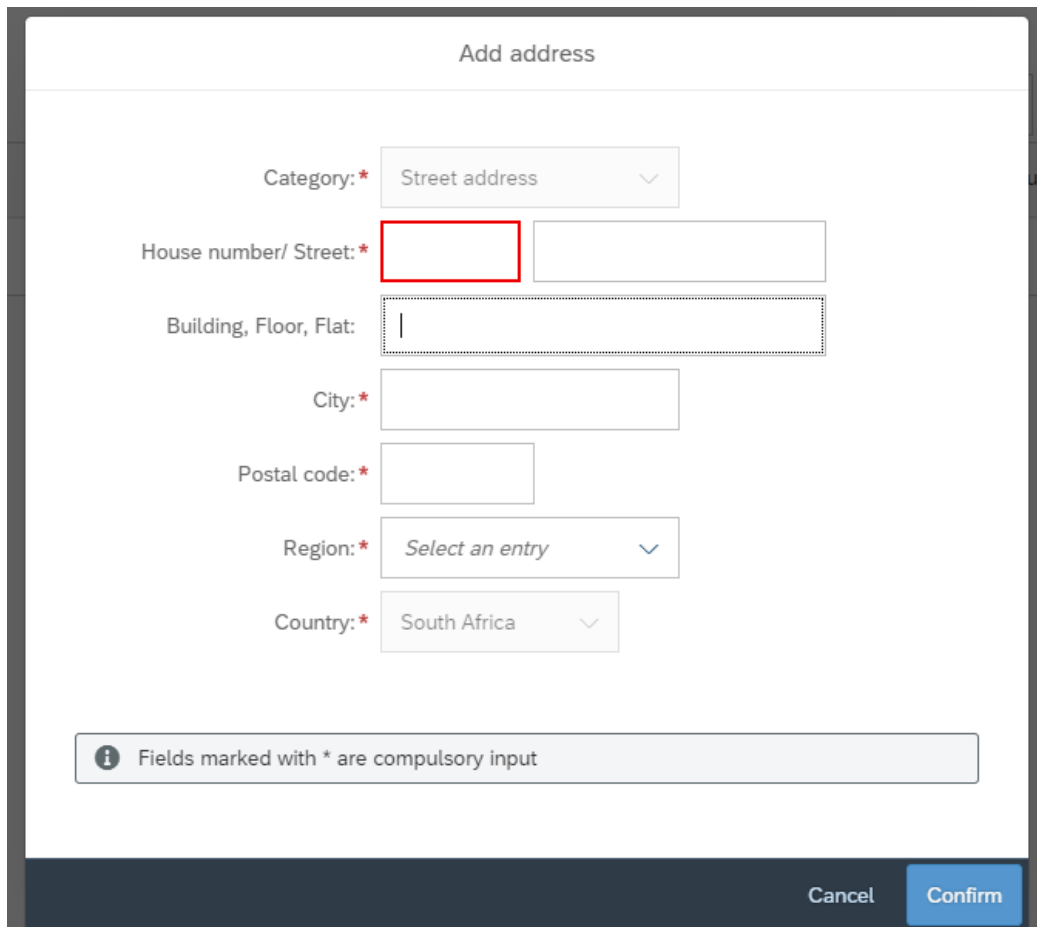
Where there is a dropdown, click on it to select.

The screenshot shows the 'Create organisation' form with the 'Organisation details' tab selected. The form includes a toggle for 'Does this organisation already have a Business Partner number at City of Cape Town?' set to 'NO'. Below this are four input fields: 'Legal name' (text input), 'Organisation type' (dropdown), 'Legal entity type' (dropdown), and 'Registration number' (text input). A yellow callout box with the text 'Click on dropdown V, to select' has arrows pointing to the dropdown arrows of the 'Organisation type' and 'Legal entity type' fields. A footer note states: 'Fields marked with * are compulsory input'.

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

The screenshot shows the 'Create organisation' form with the 'Address' tab selected. The 'Addresses' section has a table with columns: Address type, Address category, Location, Postal code, City, Region, and Country. The 'Address type' dropdown is set to '* Main address'. A '+ Add' button is next to the dropdown. A yellow callout box with the text 'Click on dropdown V, to select' has arrows pointing to the dropdown arrow and the '+ Add' button. Below the table, it says 'No entries. Click + to add'.

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

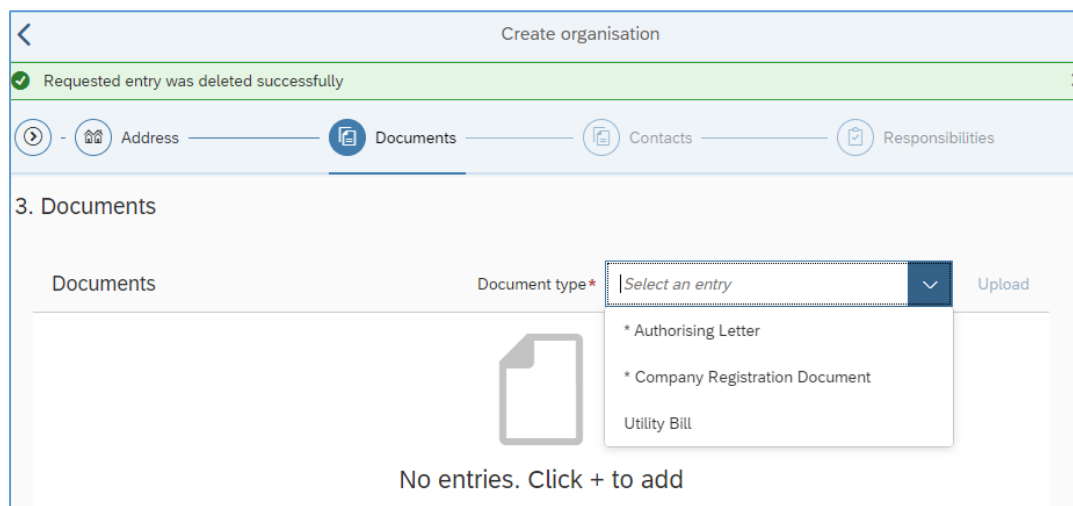


The screenshot shows a form titled "Add address". It contains the following fields:

- Category: * (Dropdown menu showing "Street address")
- House number/ Street: * (Text input field, highlighted with a red border)
- Building, Floor, Flat: (Text input field)
- City: * (Text input field)
- Postal code: * (Text input field)
- Region: * (Dropdown menu showing "Select an entry")
- Country: * (Dropdown menu showing "South Africa")

Below the fields is a message box: "Fields marked with * are compulsory input". At the bottom right are "Cancel" and "Confirm" buttons.

- 3. Documents Icon** : Click in the box on the dropdown V and +Add and upload only:
- ❶ Authorisation letter**
 - ❷ Company Registration document**



The screenshot shows the "Create organisation" screen with a green success message: "Requested entry was deleted successfully". The "Documents" tab is selected in the top navigation bar. Below the navigation bar, the title "3. Documents" is displayed. The main content area shows a "Documents" section with a "Document type *" dropdown menu. The dropdown menu is open, showing three options: "* Authorising Letter", "* Company Registration Document", and "Utility Bill". To the right of the dropdown is an "Upload" button. Below the dropdown is a large empty box with a document icon and the text "No entries. Click + to add".

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

The screenshot shows the 'Create organisation' app interface. At the top, there's a navigation bar with a back arrow and the title 'Create organisation'. Below it, a green status bar indicates 'Requested entry was deleted successfully'. The main navigation bar has icons for 'Address', 'Documents', 'Contacts' (selected), and 'Responsibilities'. The 'Contacts' section is titled '4. Contacts'. Below the title, there's a 'Contact type' dropdown menu with a '+' icon and the word 'Add'. The dropdown menu is open, showing 'Select an entry' and a list of options, including '* Business contact'. Below the dropdown, there's a table with the following headers: 'Contact type', 'Contact name', 'eMail address', and 'Phone number'.

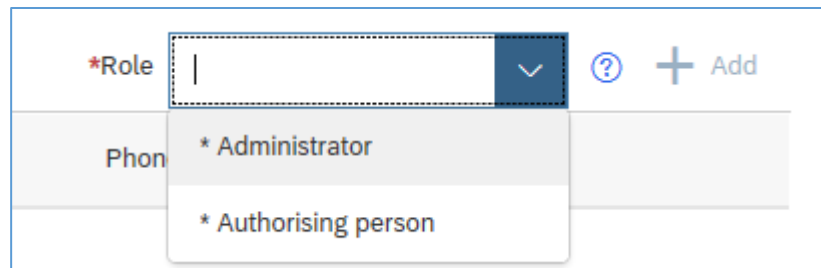
The below will open. Add the contact details (for the Authorising person) and CONFIRM

The screenshot shows the 'Add contact' form. The title bar at the top says 'Create organisation' and 'Add contact'. The form contains the following fields:

- Contact name: *
- e-mail address: *
- Phone number: *
- Fax number:
- Mobile number:

At the bottom, there's a note: **i** Fields marked with * are compulsory input. Below the note are 'Cancel' and 'Confirm' buttons.

- 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.

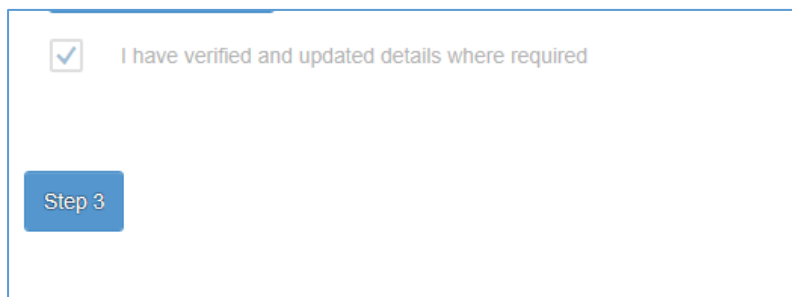


A screenshot of a web form showing a dropdown menu for selecting a role. The dropdown is open, displaying two options: '* Administrator' and '* Authorising person'. The dropdown is triggered by a blue button with a white downward arrow. To the left of the dropdown is a label '*Role' and a text input field. To the right of the dropdown are a help icon (question mark in a circle) and an '+ Add' button.

Start to process the Supplier details

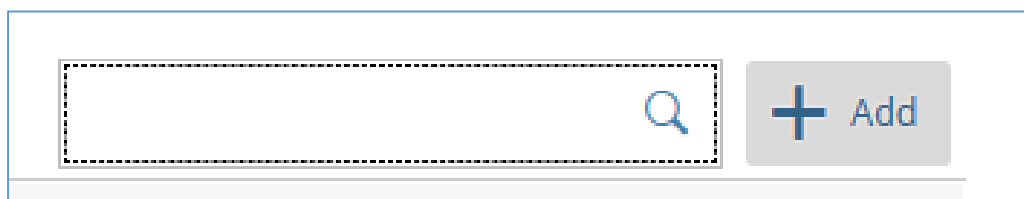
Step 11: Click on **CONTINUE**

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



A screenshot of a web form showing a verification checkbox and a step button. The checkbox is checked, and the text 'I have verified and updated details where required' is displayed next to it. Below the checkbox is a blue button labeled 'Step 3'.

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



A screenshot of a web form showing a search input field and an add button. The search input field is empty and has a magnifying glass icon on the right. To the right of the search input field is a grey button with a blue plus sign and the text '+ Add'.

Step 13: The Supplier Details screen will open.

Step 1: Complete the information on the DETAILS icon

Add supplier

Supplier details — B-BBEE — Addresses — Contacts — Bank accounts — Certificates

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

Complete by adding or select.

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

Add supplier

Supplier details — **B-BBEE** — Addresses — Contacts — Bank accounts

2. B-BBEE

B-BBEE classification type: *

B-BBEE level: *

Black ownership: * %

Black women ownership: * %

B-BBEE certificate expiry: *

Min. 51% youth: ☐ NO

Min. 51% military veterans: ☐ NO

Min. 51% underdeveloped community or township: ☐ NO

Min. 51% cooperative: ☐ NO

Fields marked with * are compulsory input

Complete by SELECTING or Adding

Step 3: Addresses Icon

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

The screenshot shows the 'Add supplier' form with the 'Addresses' tab selected. A dropdown menu for 'Address type' is open, showing options: '* Supplier address' and 'PO Box address'. A blue dot on the dropdown menu is connected by a dashed line to a blue dot on the right side of the page.

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

The screenshot shows the 'Add address' form. Fields include: Category (Street address), House number/ Street (42), Building, Floor, Flat, City, Postal code, Region (Select an entry), and Country (South Africa). A red box highlights the 'House number/ Street' field with the text 'Provide input for all required attributes'. A blue arrow points from the right side of the page to the 'City' field.

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

The screenshot shows the 'Add supplier' interface with the 'Contacts' tab selected. A dropdown menu for 'Contact type' is open, showing options for 'Sales' and 'Accounts'. The table below the dropdown is empty, with a message 'No entries. Click + to add'.

Contact type	Contact name	eMail address	Phone number	Fax number
No entries. Click + to add				

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

The screenshot shows the 'Bank accounts' tab selected. A dropdown menu for 'Account purpose' is open, showing the option '* Main supplier account'. The table below the dropdown is empty, with a message 'No entries. Click + to add'.

Purpose	Bank name	Branch code	Account type	older
No entries. Click + to add				

Add the details and confirm.

The screenshot shows the 'Bank account' form with the following fields:

- Account location: *
- Account type: *
- Bank: *
- Branch code: *
- Account number: *
- Account holder: *

Fields marked with * are compulsory input

Buttons: Cancel, 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.

The screenshot shows the 'Add supplier' form at the 'Documents' step. A green notification bar at the top states 'Requested entry was deleted successfully'. The breadcrumb trail includes 'Bank accounts', 'Certificates', 'Documents', and 'Declarations'. The 'Document type' dropdown is open, displaying a list of document types. The 'Upload' button is located to the right of the dropdown.

Document type *	Upload
Select an entry	
* Proof of Address	
* Bank Account Confirmation	
* CSD Registration	
Bank Account Signatory Affidavit	
* B-BBEE Certificate / Affidavit	
* CIPC or Section 21 Document	
Other Document	

Save draft

Step 8: Declaration .

Click in the box on Supplier Declaration and +Add

The screenshot shows the 'Add supplier' form at the 'Declarations' step. The 'Declaration type' dropdown is open, showing two options: 'Make a declaration for each required type' and 'Supplier declaration'. The 'Add' button is located to the right of the dropdown.

Declaration type	Last update on
No entries. Click + to add	

The screenshot shows the 'Add supplier' form at the 'Declarations' step. The 'Declaration type' dropdown is open, showing two options: 'Make a declaration for each required type' and 'Supplier declaration'. The 'Add' button is located to the right of the dropdown.

Declaration type	Last update on
No entries. Click + to 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 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, 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:

*Surname:

*Identity type: ☐ SA ID ☐ Foreign ID

*Identity/Passport number:

*Type:

Employee number:

* denotes a required field

[Add](#) [Close](#)

Complete Schedule B

Supplier Declaration

Schedule A
 Schedule B
 Schedule C

CONFLICT OF INTEREST DECLARATION

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

*1. The applicant shall declare whether it has any conflict of interest in the transaction for which the quotation is submitted. Please select... ▼

*2. The applicant shall declare whether it has directly or through a representative or intermediary promised, offered or granted Please select... ▼

2.1 any inducement or reward to the City of Cape Town for or in connection with the award of this contract; or

2.2 any reward, gift, favour or hospitality to any official or any other role player involved in the implementation of the supply chain management policy

Should the applicant be aware of any corrupt or fraudulent transactions relating to the procurement process of the City of Cape Town, he or she must please contact the following: Fraud.hotline@capetown.gov.za or the City's anti-corruption hotline at 0800 32 31 30 (toll free).

* denotes a required field

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

Supplier Declaration

Schedule A
 Schedule B
 Schedule C

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

*4.1 Is the applicant or any of its directors listed on the National Treasury's Database of Restricted suppliers as companies or persons doing business with the public sector? No ▼

(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/ Authority of the institution that imposed the restriction after the audi alteram partem rule was applied)
The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the homepage.

*4.2 Is the applicant or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? No ▼

The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the homepage.

*4.3 Was the applicant or any of its directors convicted by the court of law (including a court of law outside the Republic of South Africa) for fraud or corruption in the past five years? No ▼

*4.4 Does the applicant or any of its directors owe any municipal rates and taxes or municipal charges to the municipalities/ municipal entity, or to any other municipality/municipal entity that is in arrears for more than three months? No ▼

*4.5 Was any contract between the applicant and the municipality/municipal entity or any other organ of state terminated during the last five years on account of failure to perform on or comply with the contract? No ▼

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 himself 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

The declaration will pull through and click on CONTINUE

Addresses

Contacts

Bank accounts

Certificates

Documents

Declarations

8. Declarations

Declarations

Declaration type*

Supplier declaration

Declaration type	Last update on	Expiry date
Supplier declaration	Monday, Jul 25, 2022	Monday, Jul 24, 2023

Continue

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

Confirm your details

Select organisation

Select supplier

Responsibilities

3. Select supplier

Suppliers

Enter search criteria...

+ Add

Name	Trading name	Registration number	Business partner ID	Legal entity type	Status
CULTIVATE IRP (PTY) LTD	CULTIVATE IRP	2019/532070/07		Private company, Pty Ltd	Ready

Press the button to verify details of the supplier for which you are taking action.
Confirm you have verified and updated where required by checking the box.

Update details

☒ I have verified and updated details where required

Step 4

Confirm your details

Select organisation

Select supplier

Responsibilities

4. Responsibilities

Responsibilities

Role*

Select an entry

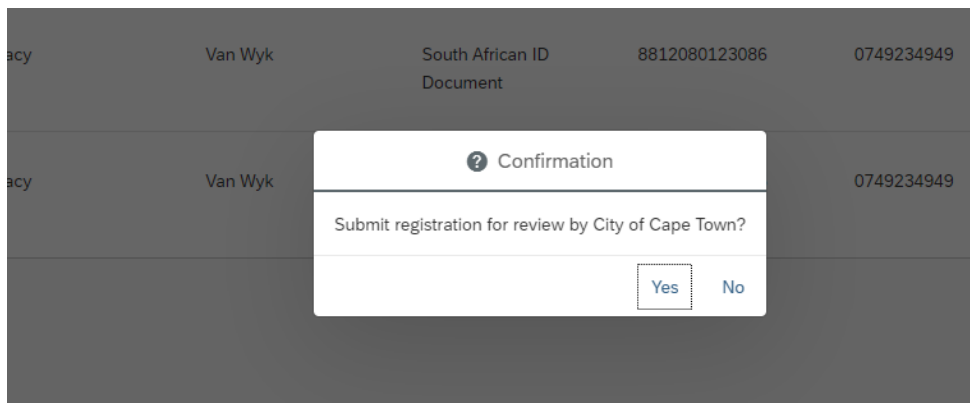
* Accounting officer

* Sales person

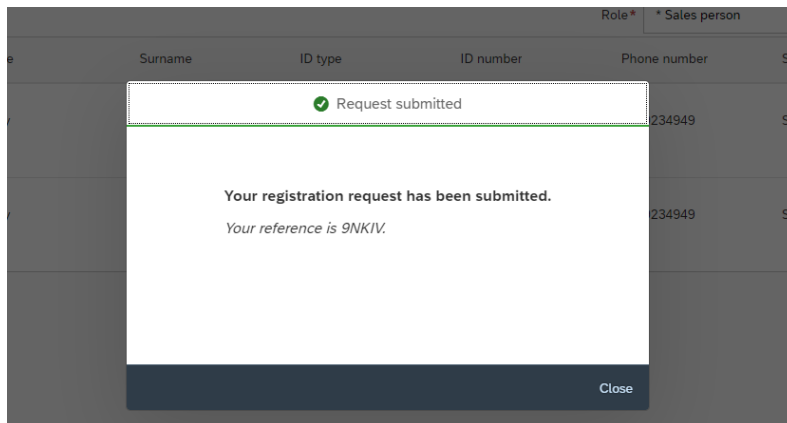
Role	Name	Surname	ID type	ID number	Pho
No entries. Click + to add					

Submit

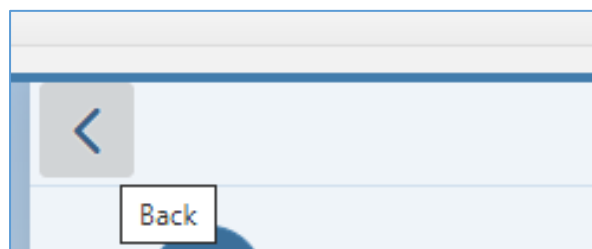
Select YES



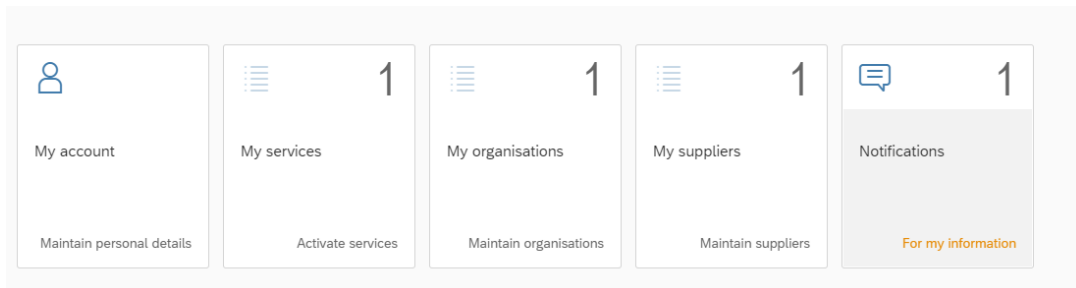
Close the window



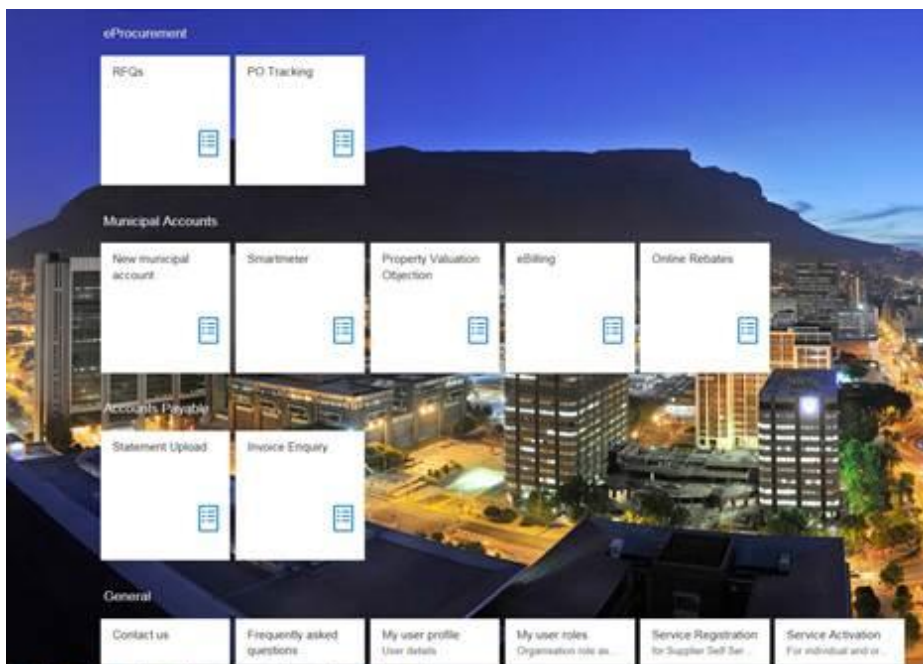
Click on the black arrow on top to go back to the original screen.



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 _____.