



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

CITY OF CAPE TOWN ONLINE REGISTRATION (EXISTING SUPPLIERS)

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

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

Supplier Online Queries: supplier.management@capetown.gov.za

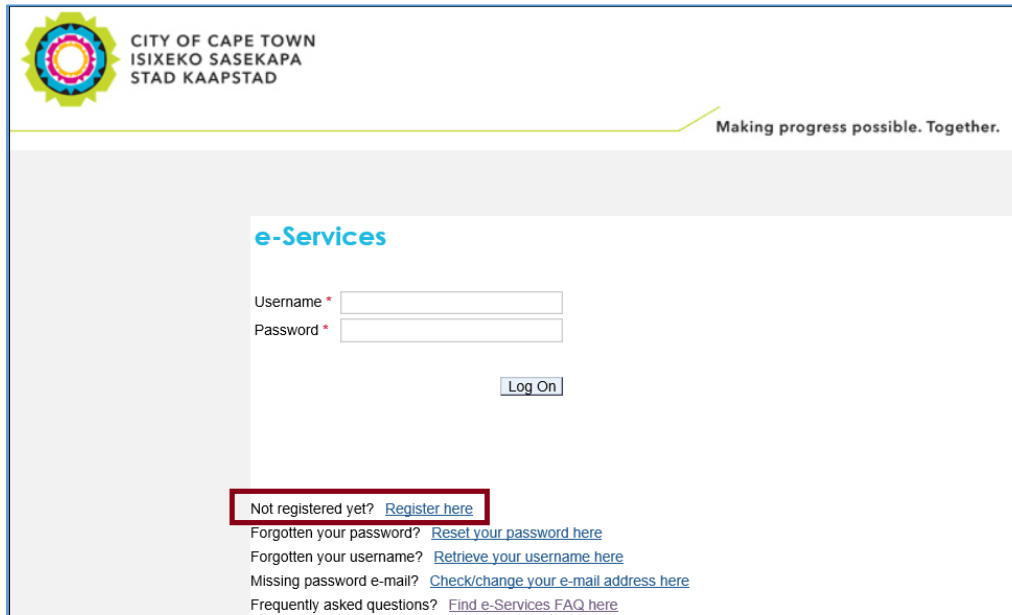
Password and Login Queries: eservices@capetown.gov.za or help.uces@capetown.gov.za

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 >
Liesel Oliver < LieselCindy.Oliver@capetown.gov.za >

HOW TO REGISTER ONLINE

THIS REGISTRATION MUST BE PERFORMED BY THE ADMINISTRATOR

Step 1: Login and register yourself on e-Services



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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](#)

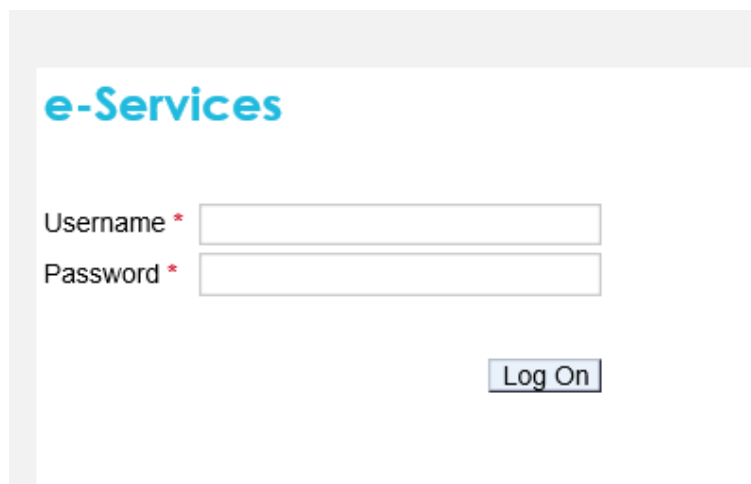
Enter your personal information (unique email address, username, etc.)

(Do not add the company/organisation details – this is for your personal information)

A temporary password will be emailed to you, which you will use to login the first time. Thereafter you will need to create a unique password for future logins.

If you encounter any problems or errors with the above registration, email: 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

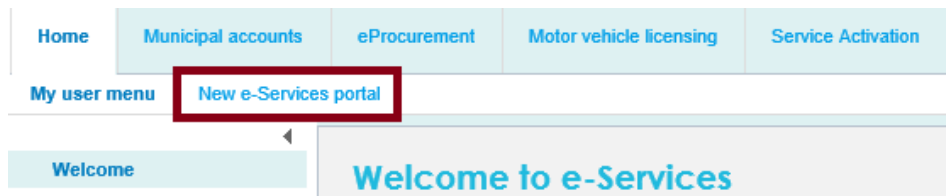


e-Services

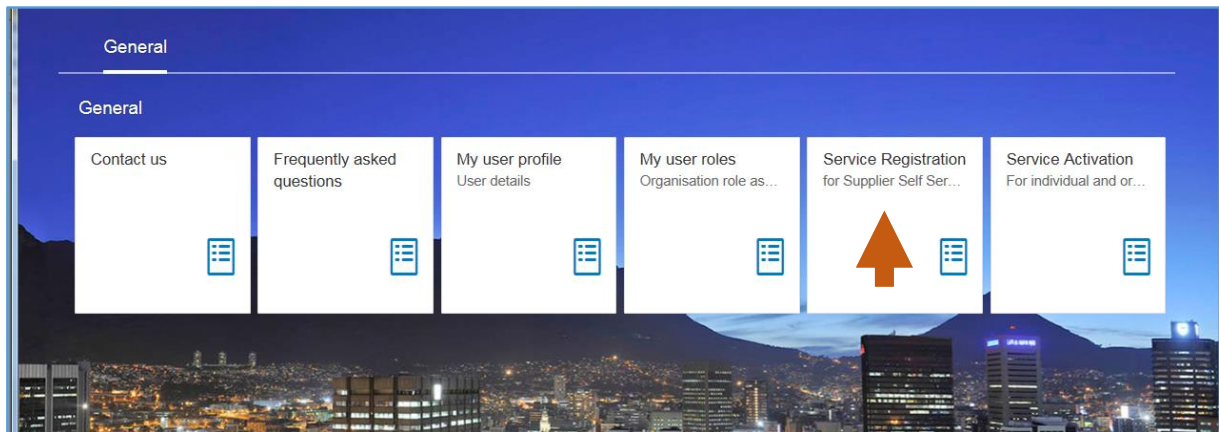
Username *

Password *

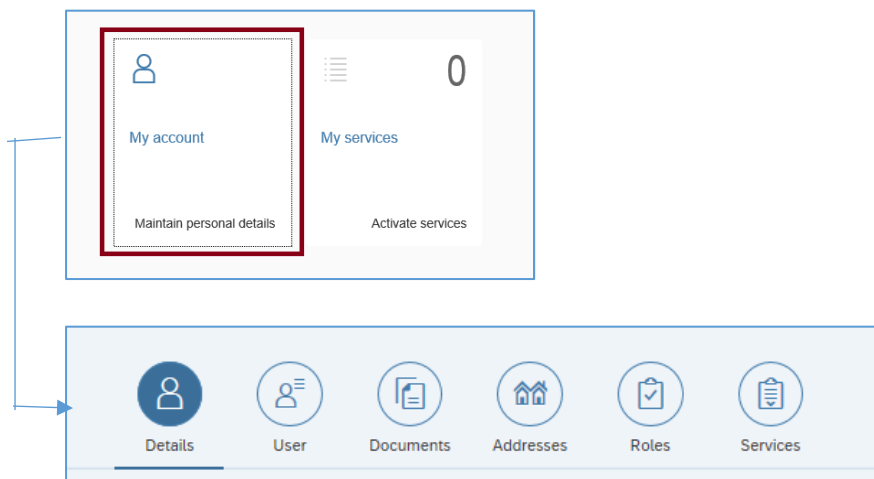
Step 3: Select “New e-Service Portal”



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



Step 5: Select the “My Account” tile



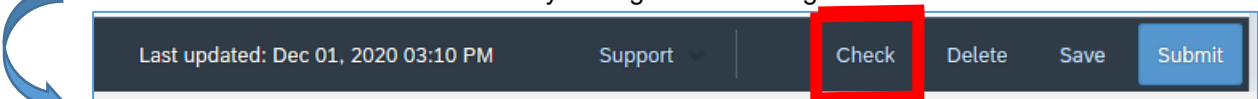
Details Icon: Check for correct Landline / Mobile and ID number

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 upload a copy of your ID Document only.

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

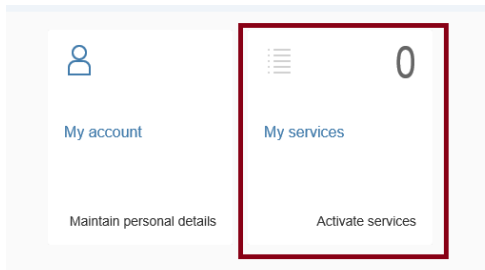
At the bottom – click on **CHECK** for any findings. If no findings click on **SUBMIT**



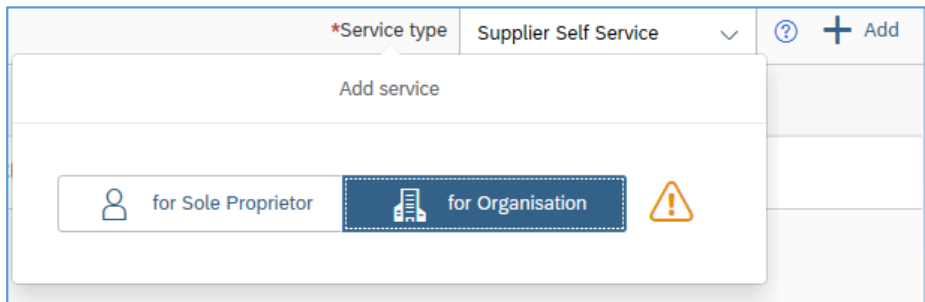
You have now completed the personal details of yourself. (The My Account only.)

HOW TO CREATE A SERVICE AND ADD THE ORGANISATION

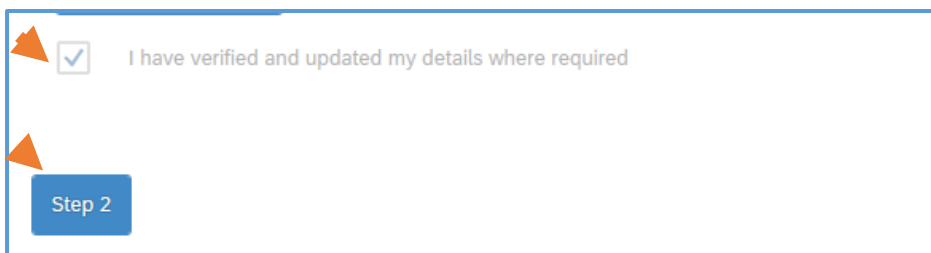
Step 6: Select the “**My Service**” tile and click to open (see below screen print)



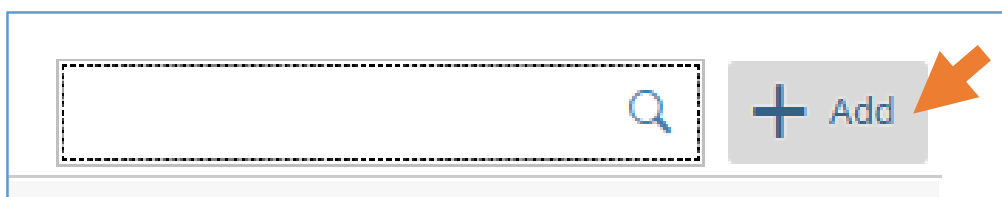
Step 7: Click in the BOX on the dropdown **V** and select **Supplier Self Service** and **+Add** and **for Organisation**



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

Set the slider to YES 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. Enter the business partner number / supplier number

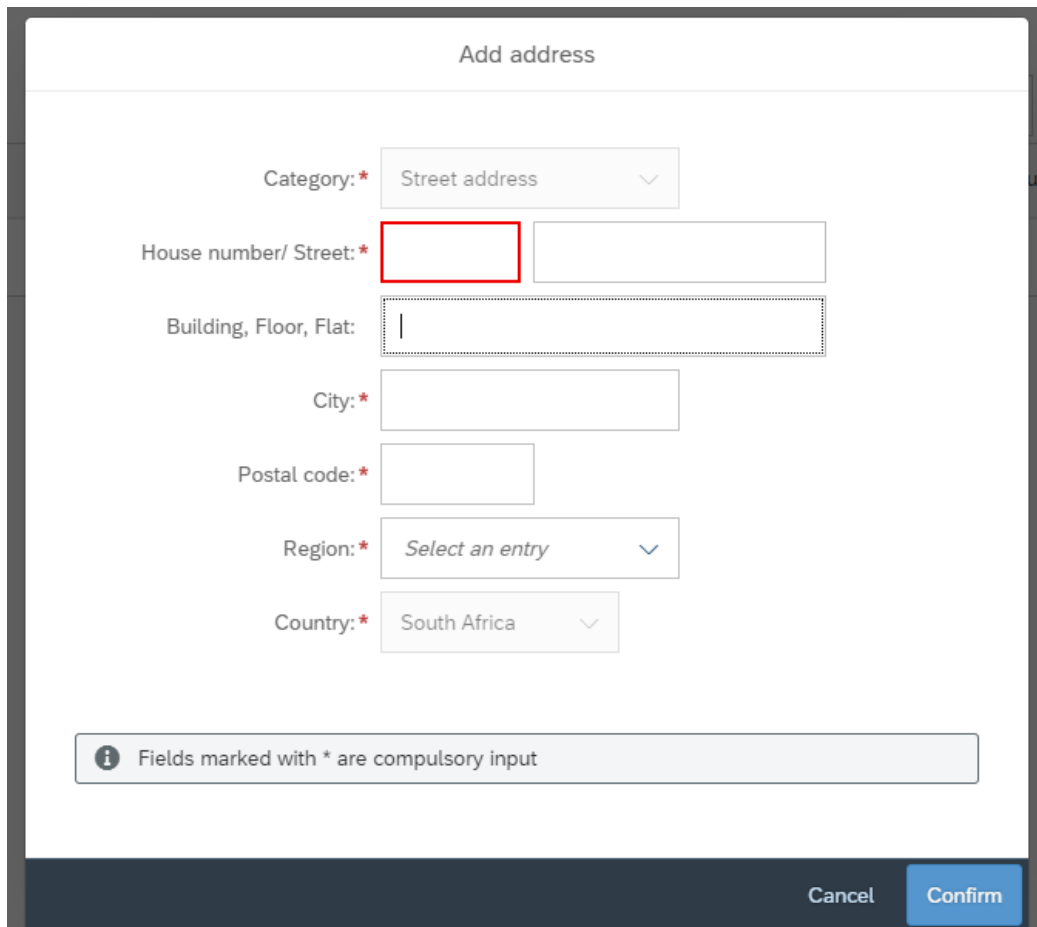
The screenshot shows the 'Create organisation' form with the 'Organisation details' tab selected. The form includes a back arrow, a 'Create organisation' button, and a progress indicator. The first section, '1. Organisation details', contains a question: '*Does this organisation already have a Business Partner number at City of Cape Town?' with a 'YES' radio button and a warning icon. Below this are five fields: '*Legal name:' (text input), '*Organisation type:' (dropdown), '*Legal entity type:' (dropdown), '*Registration number:' (text input), and '*Business partner or supplier number:' (text input with a help icon). A footer note states: 'Fields marked with * are compulsory input'.

Click on dropdown
V, to select

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

The screenshot shows the 'Create organisation' form with the 'Address' tab selected. The top navigation bar includes icons for 'Organisation details', 'Address', 'Documents', 'Contacts', and a clipboard icon. The section '2. Address' contains a table with columns: 'Address type', 'Address category', 'Location', 'Postal code', 'City', 'Region', and 'Country'. The 'Address type' column has a dropdown menu with '* Main address' selected and a help icon. To the right of the dropdown is a '+ Add' button. Below the table, it says 'No entries. Click + to add'.

A pop-up screen will open. Add the company address details and CONFIRM.



The image shows a 'Add address' form with the following fields:

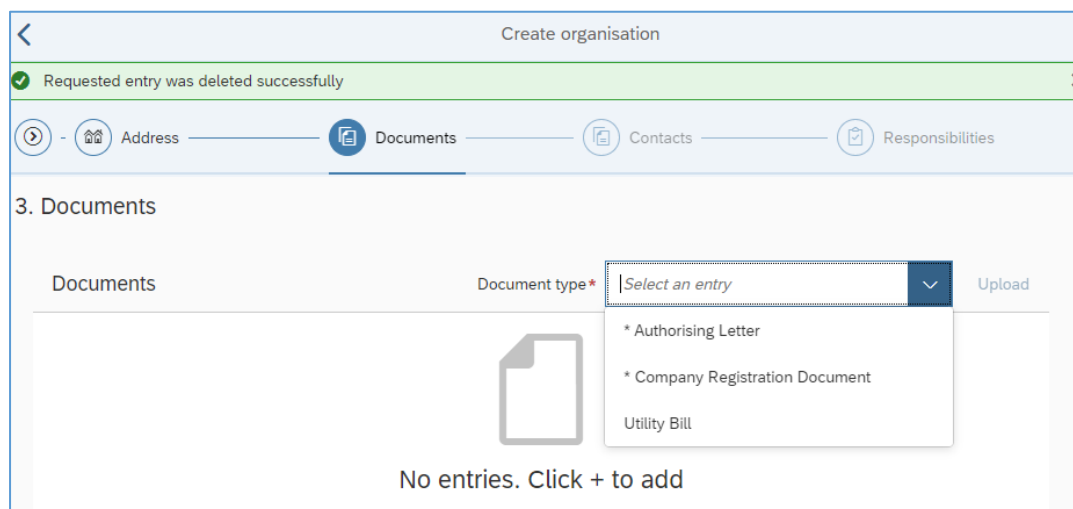
- Category: * Street address (dropdown)
- House number/ Street: * (text input, highlighted with a red box)
- Building, Floor, Flat: (text input)
- City: * (text input)
- Postal code: * (text input)
- Region: * Select an entry (dropdown)
- Country: * South Africa (dropdown)

A message at the bottom states: '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**

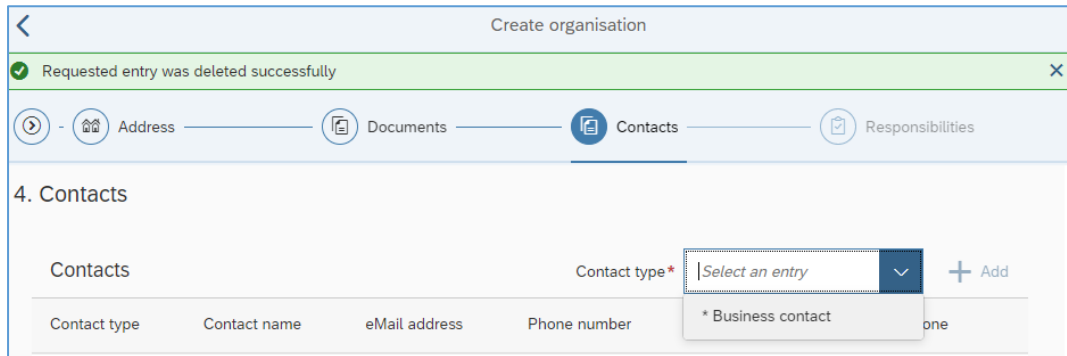


The image shows the 'Create organisation' screen with a navigation bar containing 'Address', 'Documents', 'Contacts', and 'Responsibilities'. A green message bar at the top says 'Requested entry was deleted successfully'. The 'Documents' section is active, showing a 'Document type*' dropdown menu with the following options:

- * Authorising Letter
- * Company Registration Document
- Utility Bill

Below the dropdown is a large document icon and the text 'No entries. Click + to add'. An 'Upload' button is located to the right of the dropdown.

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



Create organisation

Requested entry was deleted successfully

Address Documents **Contacts** Responsibilities

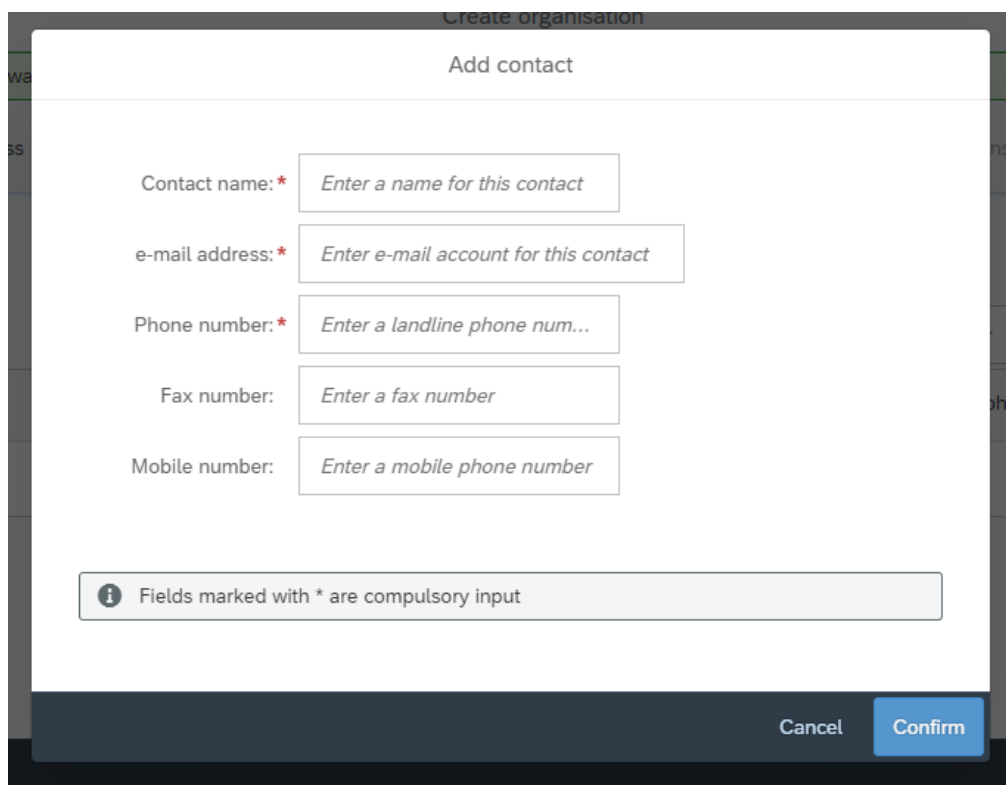
4. Contacts

Contacts

Contact type* + Add

Contact type	Contact name	eMail address	Phone number
* Business contact			

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



Create organisation

Add contact

Contact name: *

e-mail address: *

Phone number: *

Fax number:

Mobile number:

*Fields marked with * are compulsory input*

Cancel 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.

The screenshot shows a form with a dropdown menu for roles. The dropdown is open, showing two options: *** Administrator** and *** Authorising person**. The form has a field for ***Role** with a dropdown arrow, a **Phone** field, and an **Add** button with a plus icon.

Click on **CONTINUE**

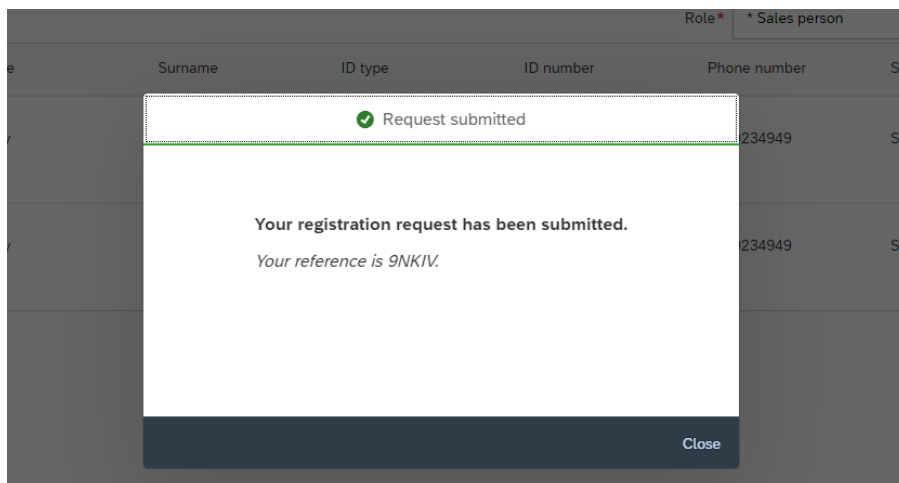
“Click on Step 4 to add the Sales and Accounts person role. Select the roles and submit.

The screenshot shows the 'Add supplier self service for an organisation' form. The 'Responsibilities' section is active, showing a table with columns: Role, Name, Surname, ID type, ID number, and Phone. The 'Role' dropdown is open, showing two options: *** Accounting officer** and *** Sales person**. A **Submit** button is at the bottom.

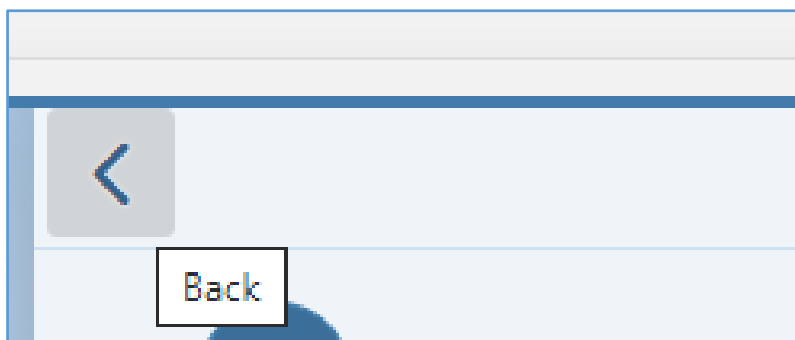
Select YES

The screenshot shows a confirmation dialog box with the text: **Submit registration for review by City of Cape Town?**. There are two buttons: **Yes** and **No**.

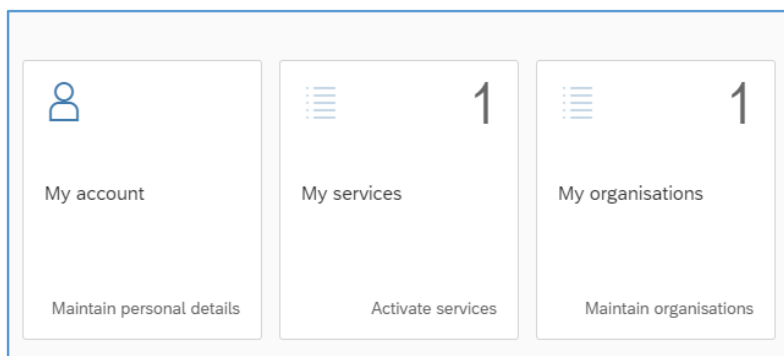
Close the window



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

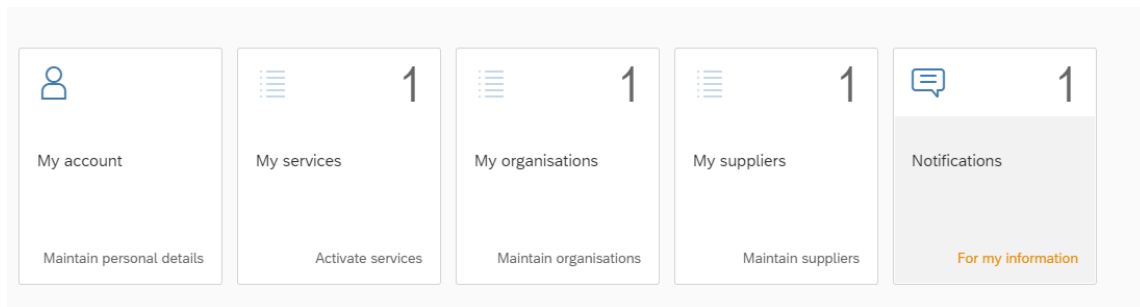


The My Account, My Services and My Organisation tiles will show.



You must now wait for the approvals of the My Account & My Organisation tiles. **The approval can take a few days.**

Once the tiles were approved after sometime, the My Supplier tile will show next to the My Organisation tile.



To complete the registration process, you must now click on the My Supplier tile to select:

1. On the Details Icon - Select Industry Keys.

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

2. On the Declaration Icon - Complete the Declaration online

8. Declarations

Declarations

Declaration type*

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

Make a declaration for each required type

Supplier declaration

← Add supplier

Bank accounts — Certificates — Documents — **Declarations**

8. Declarations

Declarations Declaration type* **Supplier declaration** + Add

Declaration type Last update on Expiry date

Make a declaration for each required type

Schedule A screen will open.

- Complete 3.3 and complete all the questions by selecting NO or YES

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...

- Point 4 , click on ADD and add the names and Id numbers of all directors listed on the CSD report

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

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

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 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

- *Ensure ALL questions were selected.*
- *If all questions were not selected, the Continue bottom will be greyed out and you will not be able to continue.*

Click on **REFRESH** and thereafter **SUBMIT** button.

Declarations

Declaration type * Select an entry Refresh

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

Last updated: Jul 26, 2022, 12:55 PM Last submission reference: 9NKIV Support ▼ Check Delete Save **Submit**

Click on **Submit**.

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 _____ (dd/mm/year) at _____