



1. The administrator must **Log on** – 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, there is a 'Log On' button, which is highlighted with a red rectangle.

2. Select the **New E-service Portal**.

The screenshot shows a navigation menu with several options: 'Home', 'Municipal accounts', 'eProcurement', 'Motor vehicle licensing', and 'Service Activation'. Below these is a 'My user menu' section. In this menu, the option 'New e-Services portal' is highlighted with a red rectangle.

3. Select the **Service Registration for Supplier Self-service** tile.

The screenshot shows a dashboard with a 'General' tab selected. Under the 'General' section, there are several tiles: 'Contact us', 'Frequently asked questions', 'My user profile', 'My user roles', 'Service Registration for Supplier Self Ser...', and 'Service Activation'. The 'Service Registration for Supplier Self Ser...' tile is highlighted with a red rectangle.

4. Select the **My suppliers** tile.

The screenshot shows a dashboard with several tiles: 'My account', 'My services', 'My organisations', 'My suppliers', and 'Notifications'. The 'My suppliers' tile is highlighted with a red rectangle. Below the tiles, there are links: 'Maintain personal details', 'Activate services', 'Maintain organisations', 'Maintain suppliers', and 'For my information'.

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

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

6. Click on the **B-BBEE** tab to update B-BBEE details.

Add supplier

Supplier details — B-BBEE — Addresses

2. B-BBEE

7. Click on the **Addresses** tab to change address details of the supplier.

Add supplier

✓ Draft saved successfully

Supplier details — B-BBEE — Addresses — Contacts

3. Addresses

8. Click on the **Contacts** tab to add company contact details.

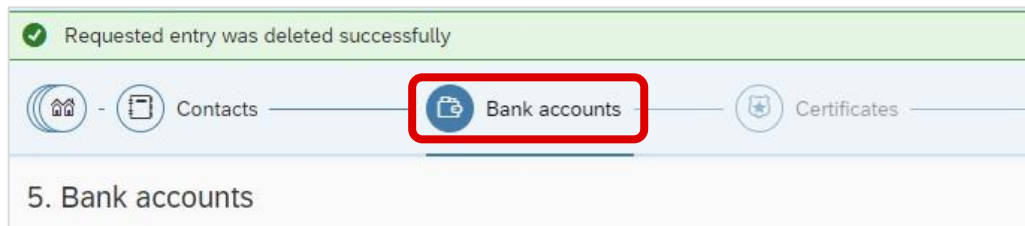
Add supplier

✓ Requested entry was deleted successfully

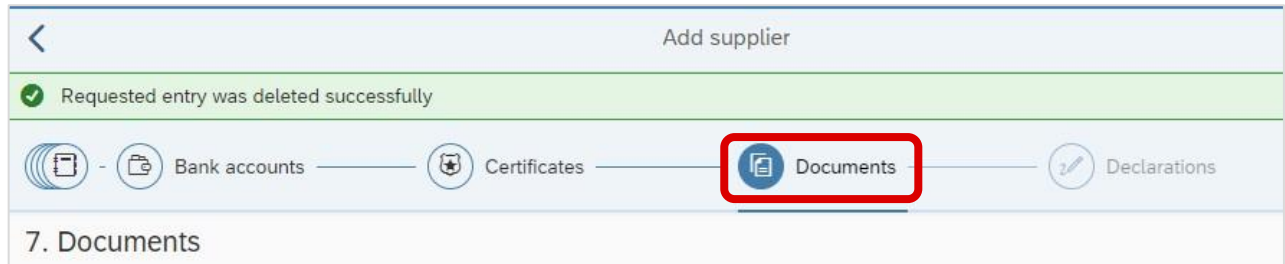
Supplier details — B-BBEE — Addresses — Contacts — Bank accounts

4. Contacts

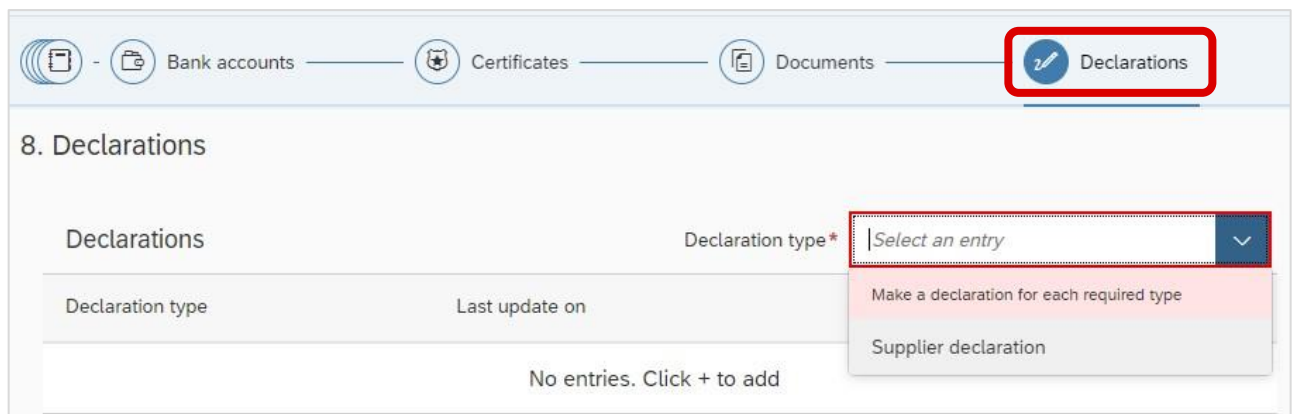
9. Click on the **Bank accounts** tab to upload the bank details.



10. Click on the **Documents** tab to upload the supporting documents for the changes done.



11. Click on the **Declarations** tab to upload the supporting documents for the changes done.



12. Click **Submit**