



REGISTRATION OF SUPPLIERS ON THE CENTRALIZED SUPPLIER DATABASE

Recent development in terms of Municipal Supply Chain Management prescripts require that all prospective suppliers register on the National Treasury Centralized Supplier Database (CSD).

The CSD is a single database to serve as the source of all supplier information for all spheres of government. The purpose of centralising government's supplier database is to reduce duplication of effort and cost for both supplier and government.

The benefits to suppliers for registering on the CSD are:

- Supplier will only be required to register once when they do business with government
- A supplier will be able to ensure their data is up-to-date, complete and accurate;
- Standardised and electronic verification of supplier information leading to reduced fraud with paper copies and manual processes;
- Supplier will not be required to submit physical tax clearance and business registration certificate to organs of state; and
- Single source of supplier information to all organs of state

Registration on the CSD is via the following website: <https://secure.csd.gov.za/>.

- All suppliers are required to complete information on the CSD website and must ensure it is complete, accurate and comprehensive. The following would be amongst the required information:
- Supplier information i.e. supplier type, identification number, supplier name, trading name and country of origin;
- Supplier contact i.e. preferred contact person, preferred communication method, e-mail address, cell phone number, telephone number, etc. ;
- Supplier address i.e. country, province, municipality, city, suburb, ward and postal code;
- Bank account information;
- Supplier tax information;
- Ownership information, i.e. name and identification number of directors, members etc.;
- Association to any other suppliers i.e. branch, consortium members etc.; and
- Commodities the supplier can supply.

A valid email address, identity number, cell phone number and bank account details are mandatory in order to register on the CSD.

No proof of documentation is necessary as the CSD will electronically validate and authenticate all the information. Your entity will be issued with a unique CSD number (MAA.....), which will be used as a reference and must be stated on all quotations and tenders as from 1 July 2016.

With effect from 1 July 2016, Swartland Municipality must use and verify a supplier's registration on the CSD. Therefore, you are required to please comply and register on the CSD before 30 June 2016.

Failure to register may result in Swartland Municipality not being able to conduct business with your company/entity.

**Municipal Offices
MALMESBURY
7 June 2016**

**JJ SCHOLTZ
MUNICIPAL MANAGER**