A. Introduction

The e-Procurement Portal (hereinafter the “Portal”) is the official portal for the South African Tourism, which ensures open, transparent, and competitive environment for any person participating in the procurement procedures. The portal enables you to register as suppliers on the system and to RSVP to tender briefings and to submit the tenders on the portal.

The Portal's URL (www.southafrica.net/eprocurement/account/login) lands to a login page.

The system is compatible to Google Chrome, Microsoft Edge, Internet Explorer, Fire Fox and Safari

Regards

B. Rules

i. You cannot browse tenders if you haven’t registered your company or your company details are not complete

ii. Registration OTPs will always be sent to the registered email

iii. You cannot respond to a tender when the tender is closed

iv. You cannot register an email twice or one company twice

v. You can re-submit a tender

vi. To register your company, it is mandatory to fill in the fields marked with asterisk

C. Workflow

1. **Getting Started**

1.1. **Registration and Login**

a) **Login Page Details**

- Login with Username and Password
- Remember me checkbox
- If you do not have an account, you will be required to click on register, to register a user.

b) **Registering**

You will register your profile on this link [www.southafrica.net/eprocurement/account/login](http://www.southafrica.net/eprocurement/account/login). All fields on Registration are mandatory.
c) Activating Account

Once the supplier has registered an account, supplier will receive an activation email. After Verifying the email, the supplier can now login to complete their company profile.

*NB: Please check your inbox for the activation email, should it not be there, please check your junk or spam as well.

d) Password Recovery

- If you want to recover your password, you will have to access the log-in page and click on "Forgot Password".
- By clicking the forget password it will take you to another page, to enter the email address and the new password will be sent to your email.
- After Adding the reset password, you will be required to add capture new password.

2. Company Registration

*NB: You must first register your company before browsing tenders. Below are the sections that must be completed.

2.1. Sections

Completed sections are written in green and incomplete sections will be written in red.

2.2. Buttons

a. **ADD NEW Buttons** - which adds a new item of that specific field

Add new service

b. **Save and Continue Button** – the button is for saving the current details and go to the next page

Save and Continue
c. **Go Back Button** – the button is to go to the previous page

### 2.3. **Step 1 - Company Details Tab**

#### Details Tab

<table>
<thead>
<tr>
<th>Name of company *</th>
<th>Trading on</th>
</tr>
</thead>
<tbody>
<tr>
<td>M. Bean Productions</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company registration type *</th>
<th>Registration number *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Company</td>
<td>2012/06291030/0156</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CSD number *</th>
<th>Company email address *</th>
</tr>
</thead>
<tbody>
<tr>
<td>70673450302794127</td>
<td><a href="mailto:mbean@gmail.com">mbean@gmail.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of directors</th>
<th>Province</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Industry sector | | Country |
|-----------------|------------------|
| Please select   | Belgium |

<table>
<thead>
<tr>
<th>Website</th>
<th>Number of years operating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mandatory fields are marked with * and listed below

- Name of company *
- Company registration type *
- Registration number *
- CSD number *
- Company email address *

After Completion please click Save and Continue

### 2.4. **Step 2 - Services Tab**

You are required to add your services. Click on the add button to add the service. You can add multiple services.
Click Add new Service and there'll be a pop up to type a service and click save.

2.5. **Step 3 - Contacts Tab**

You are required to add the company's contact person. You can add multiples contact people and specify the contact type. The contact types are Primary and Secondary Contact.

Click Add New Contact button and a pop up will come up. Please note that all fields are mandatory.

2.6. **Step 4 - Addresses Tab**
You’re required to add your company address. You can add multiples addresses and specify the address type. The address types are Headquarters, Branch and Postal Address.

Click Add New Address button and a pop up will come up. Please note that all fields are mandatory.

2.7. **Step 5 - Banking Tab**
You’re required to add your bank details, but the banking details are not mandatory.

2.8. **Step 6 - B-BBEE Tab**
You are required to add the B-BBEE details. Only B-BBEE status and B-BBEE turnover level are mandatory.
2.9. **Step 7 - Tax Tab**

You’re required to add the Tax Details. Only tax compliance status and income tax number are mandatory.

Step 7: Tax

![Image of Tax Tab]

2.10. **Step 8 - Shareholders Tab**

You’re required to add company’s shareholders. Multiple shareholders can be added.

Click Add New Shareholder button and a pop up will come up. Please note that all text fields are mandatory.

![Image of Shareholders Tab]

2.11. **Step 9 - References Tab**

You’re required to add company’s previous references. Multiple references can be added.

Click Add New Reference button and a pop up will come up. Please note that all fields are mandatory.
2.12. **Step 10 - Documents Tab**

You are required to upload company documents, B-BBEE and Tax Clearance documents requires the supplier to capture the expiry date.

2.13. **Summary Tab**

- The summary tab summarizes the entire uploaded information.
- Completed sections will be marked with a ticked
- Incomplete section will be marked with a cross
- Supplier is required to click Save and Finish Button
- If the Profile is complete, the supplier will be redirected to Dashboard
- If the company details are incomplete, the supplier will be redirected to the Company details page to complete the missing items
3. Dashboard Page

Main Navigation Area

Announcement Area

Upcoming Briefing Sessions

Dashboard

Announcements

No announcements

Upcoming Appointments

No appointments

List of Submitted Tenders
### 4. Current Tenders Page

#### Main Navigation
- Dashboard
- Current Tenders
- Update Profile

#### Advanced Search Area
- Bid Reference
- Tender Title
- Tender Closing Date
- Briefing Date

#### Browse Current Tenders

<table>
<thead>
<tr>
<th>Reference</th>
<th>Title</th>
<th>Status</th>
<th>Tender Closing Date</th>
<th>Briefing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT000001/RFP</td>
<td>Closed</td>
<td>20 May 2020 23:00</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>SAT000002/RFP</td>
<td>Request for information - Integrated exhibition &amp; event solution</td>
<td>10 May 2020 21:30</td>
<td>Compulsory 10 May 2020 21:30</td>
<td></td>
</tr>
<tr>
<td>SAT000003/RFP</td>
<td>Appointment of a service provider for the supply, installation, support and maintenance of IP CCTV Surveillance System - SAT Tender 175/19</td>
<td>10 May 2020 22:18</td>
<td>Optional 10 May 2020 22:18</td>
<td></td>
</tr>
<tr>
<td>SAT000004/RFP</td>
<td>Appointment of a service provider for the Implementation of Automated Business Process Management Solution - SAT Tender 149/20</td>
<td>10 May 2020 22:00</td>
<td>Optional 10 May 2020 22:00</td>
<td></td>
</tr>
<tr>
<td>SAT000005/RFP</td>
<td>Brand Design - Tender SAT 152/19</td>
<td>15 May 2020 12:00</td>
<td>Compulsory 10 May 2020 22:30</td>
<td></td>
</tr>
</tbody>
</table>
5. Current Tenders

5.1. View tender details

Click on the Tender Reference to view tender details

5.2. Tender Details Page

Tender Details Page entails the tender details, documents section and Q & A section. Bidders can click on respond button to respond to a tender. The respond button will take you to a bidding form.

5.3. Tender Response

Once you click the respond button, you will need to capture the required information and upload the necessary documents.

When submitting the bid, you will be required to enter an OTP, which will be sent to you via email.
Tender Resubmitting

5.5. View tender details

Click on the Tender Reference to view tender details

5.6. Tender Details Page

5.7. Tender Details page entails the tender details, documents section and Q & A section. Bidders can click on respond button to respond to a tender. The respond button will take you to a bidding form.

5.8. Tender Resubmit

Once you click the resubmit button, then you will need to update the required information and upload the necessary documents that you’d like to update.

When submitting the bid, you will be required to enter an OTP, which will be sent to you via email.