MAY 15, 2020

E-PROCUREMENT SUPPLIER

USER MANUAL

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.

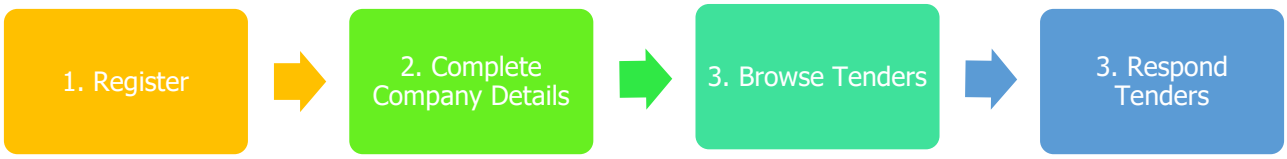
The system is compatible to Google Chrome, Microsoft Edge, Internet Explorer, Fire Fox and Safari

Regards

B. Rules

i. You cannot browse tenders if you haven't registered your company or you 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

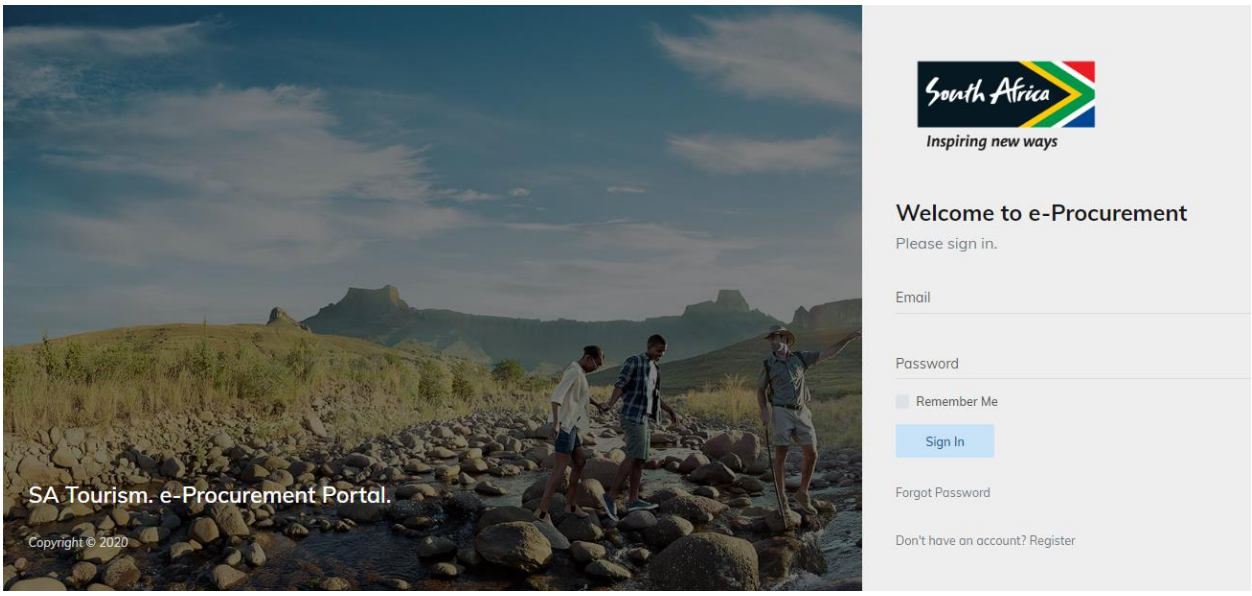


1. Getting Started

1.1. Registration and Login

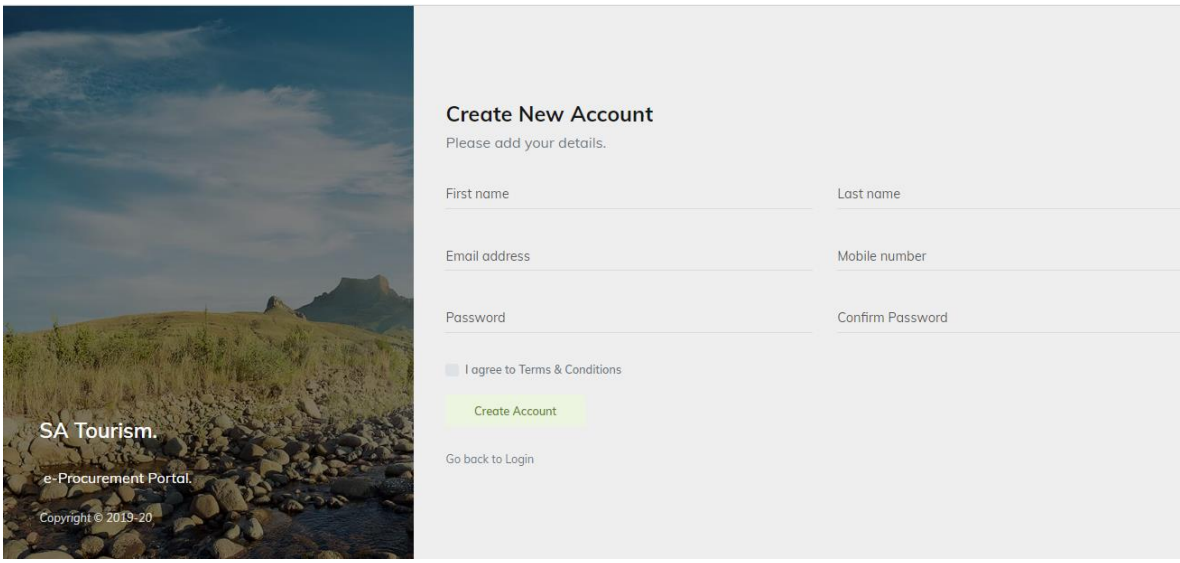
a) Login Page Details

- 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. 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

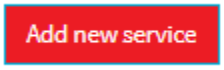
NB: You must first register your company before browsing tenders. Below are the sections that must be completed.

2.1. Sections

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

2.2. Buttons

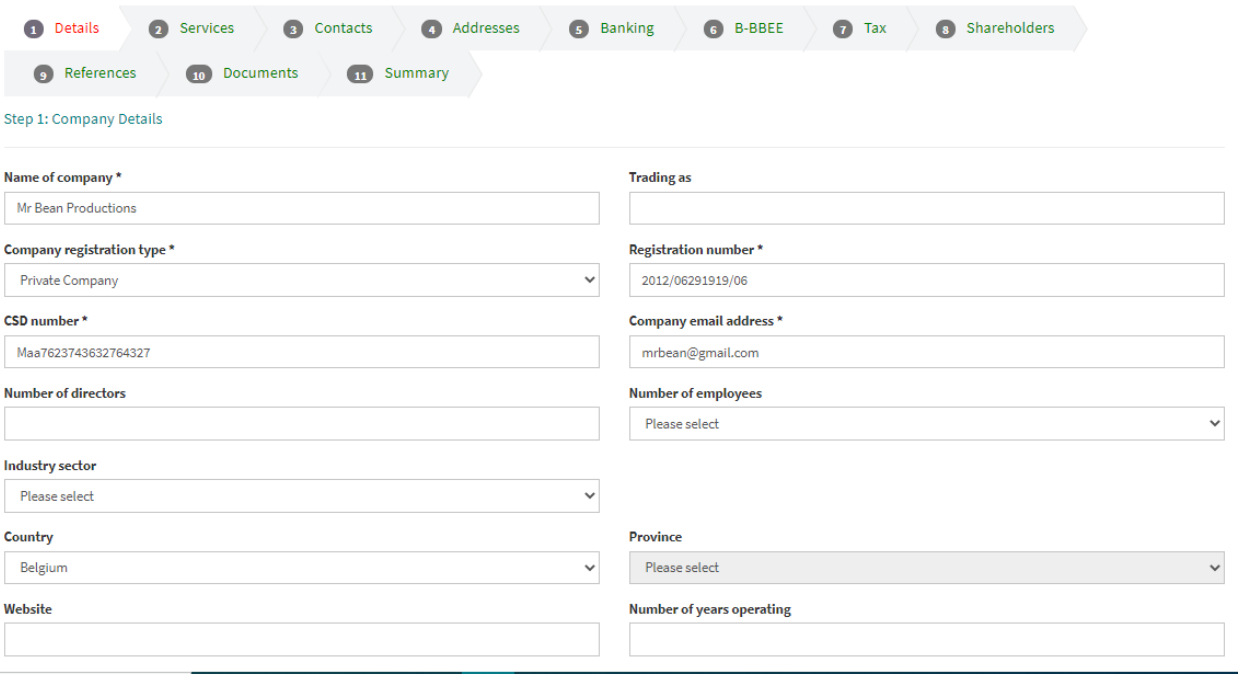
a. **ADD NEW Buttons -** which adds a new item of that specific field



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

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

2.3. Step 1 - Company Details Tab



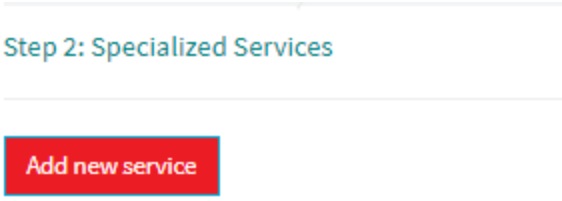
Mandatory fields are marked with * and listed below

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

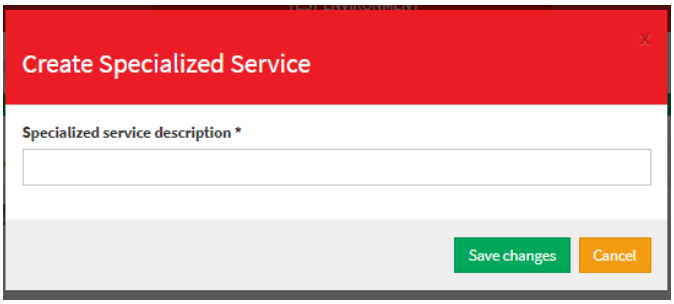
After Completion please click Save and Continue

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



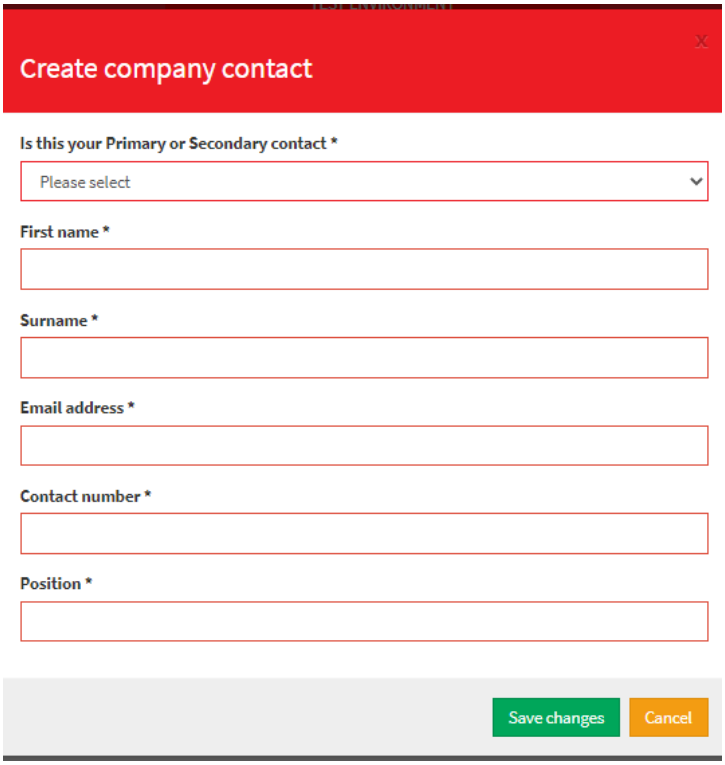
Click Add new Service and there'll be a pop up to type a service and click save.



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.

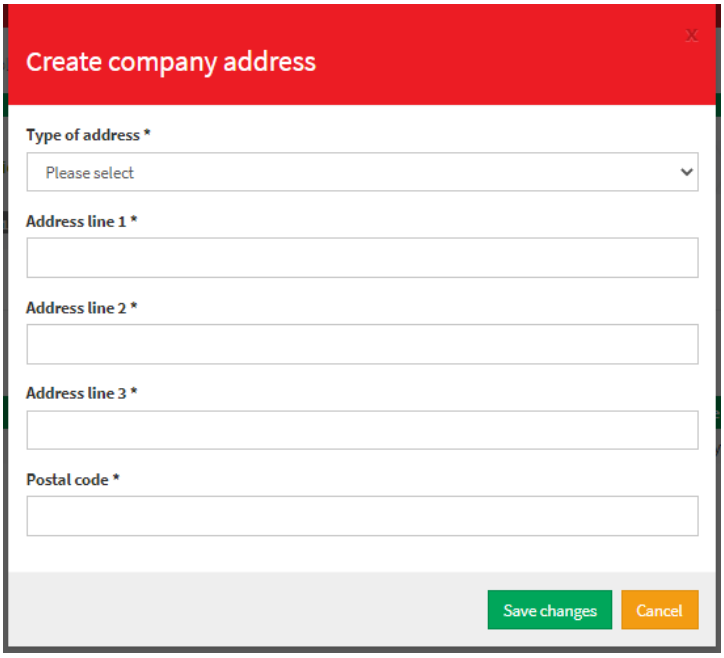
Click Add New Contact button and a pop up will come up. Please note that all fields are mandatory.



2.6. Step 4 - Addresses Tab

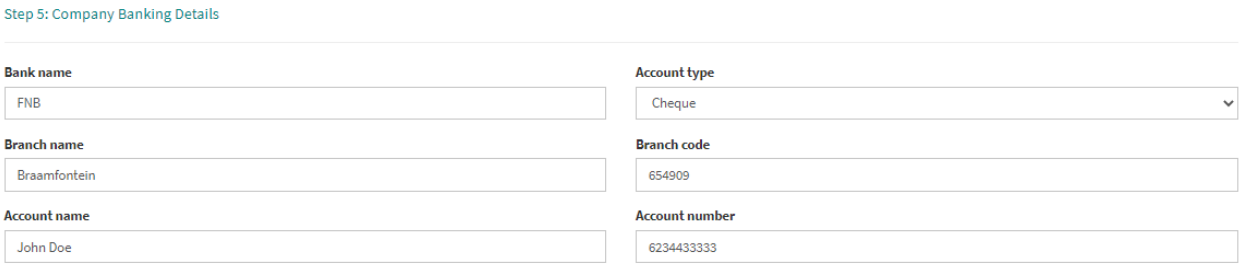
You're required to add your company address. You can add multiples addresses and specify the address type. The address types are Headquarters, Branch and Postal Address.

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



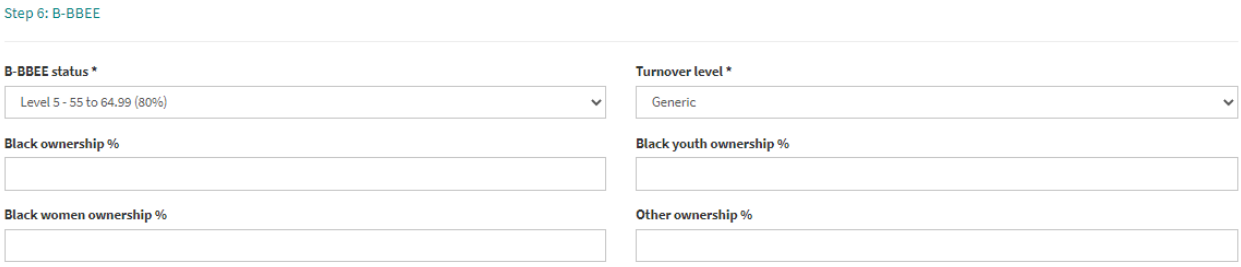
2.7. Step 5 - Banking Tab

You're required to add your bank details, but the banking details are not mandatory.



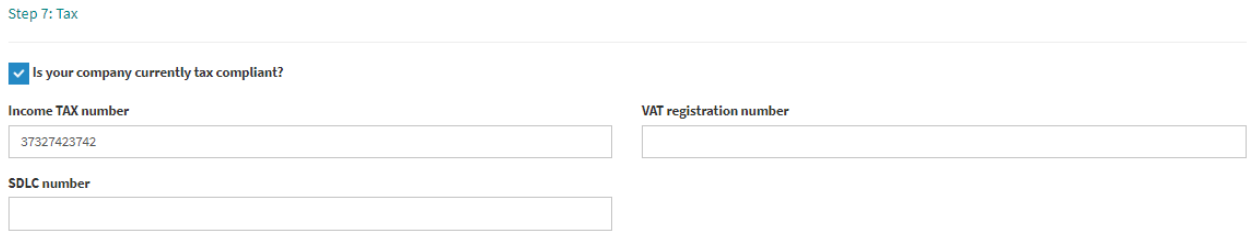
2.8. Step 6 - B-BBEE Tab

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

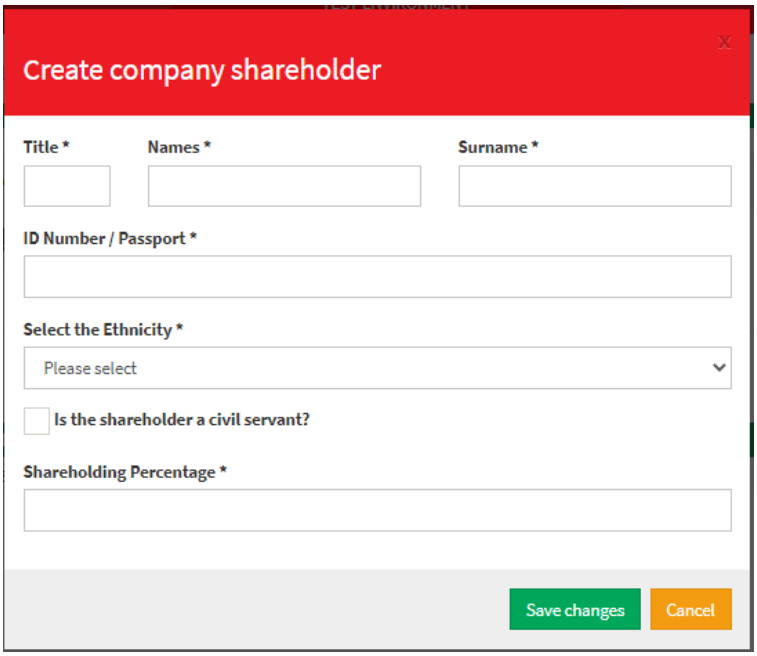
You're required to add the Tax Details. Only tax compliance status and income tax number are mandatory.



2.10. Step 8 - Shareholders Tab

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

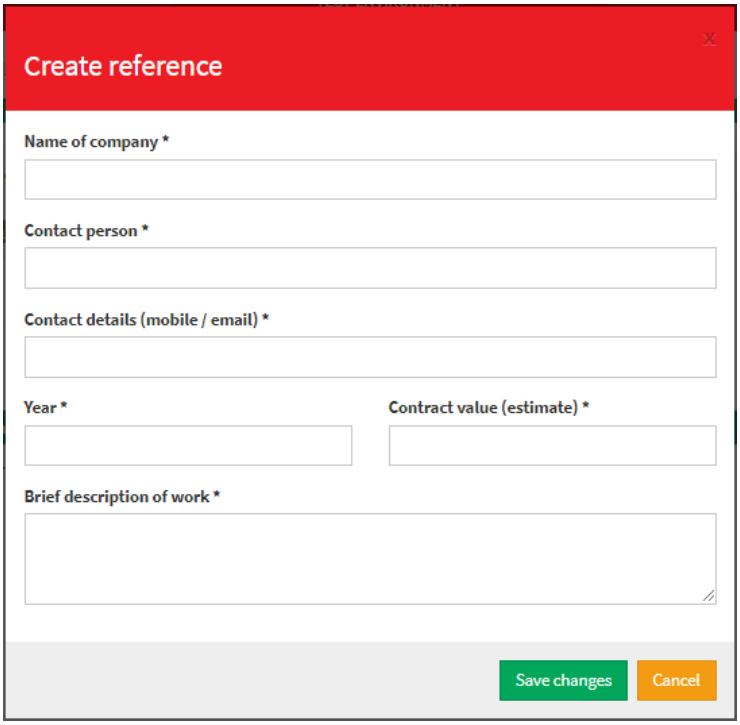
Click Add New Shareholder button and a pop up will come up. Please note that all text fields are mandatory.



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

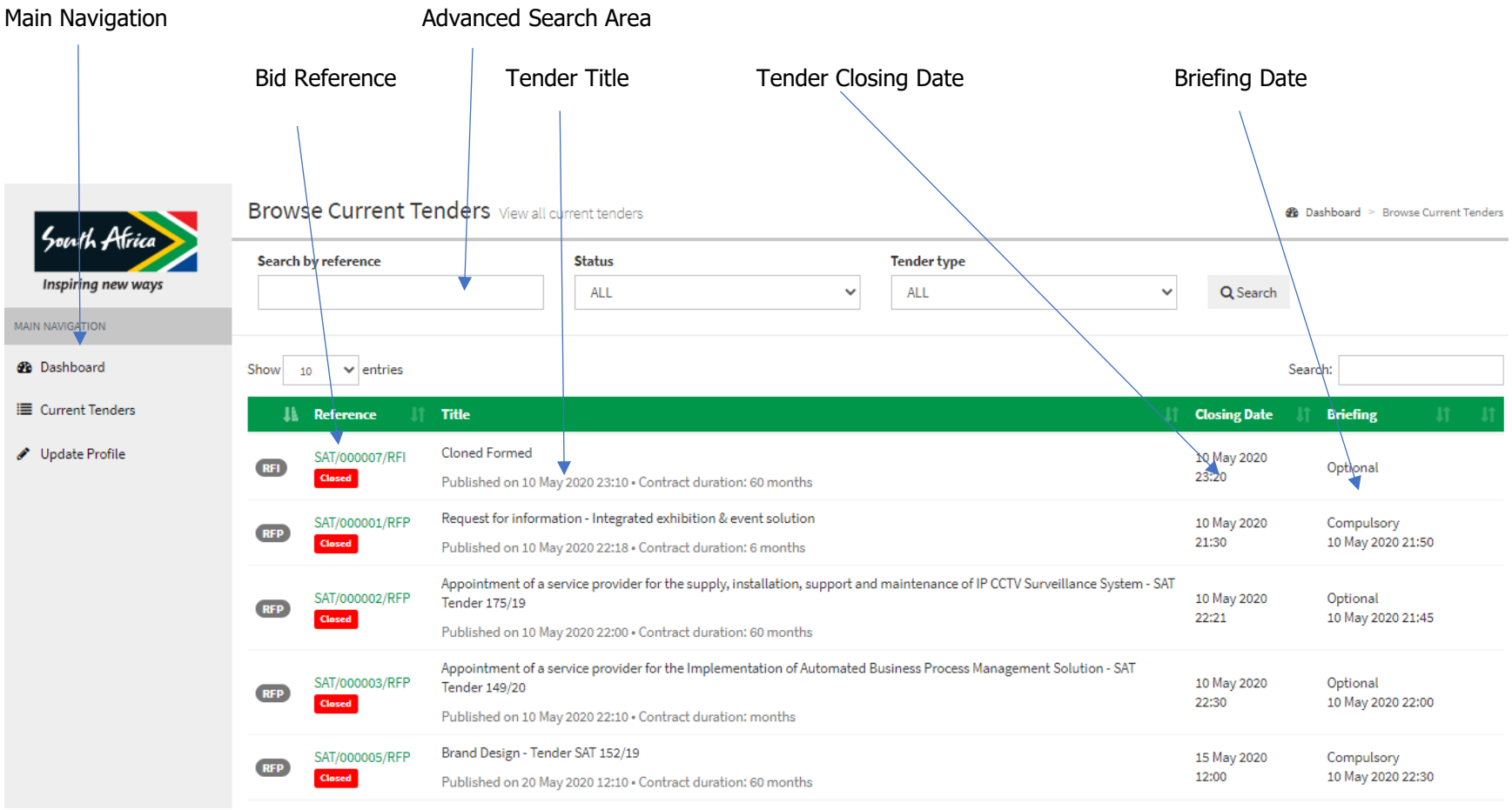
Main Navigation Area

Announcement Area

Upcoming Briefing Sessions

List of Submitted Tenders

4. Current Tenders Page

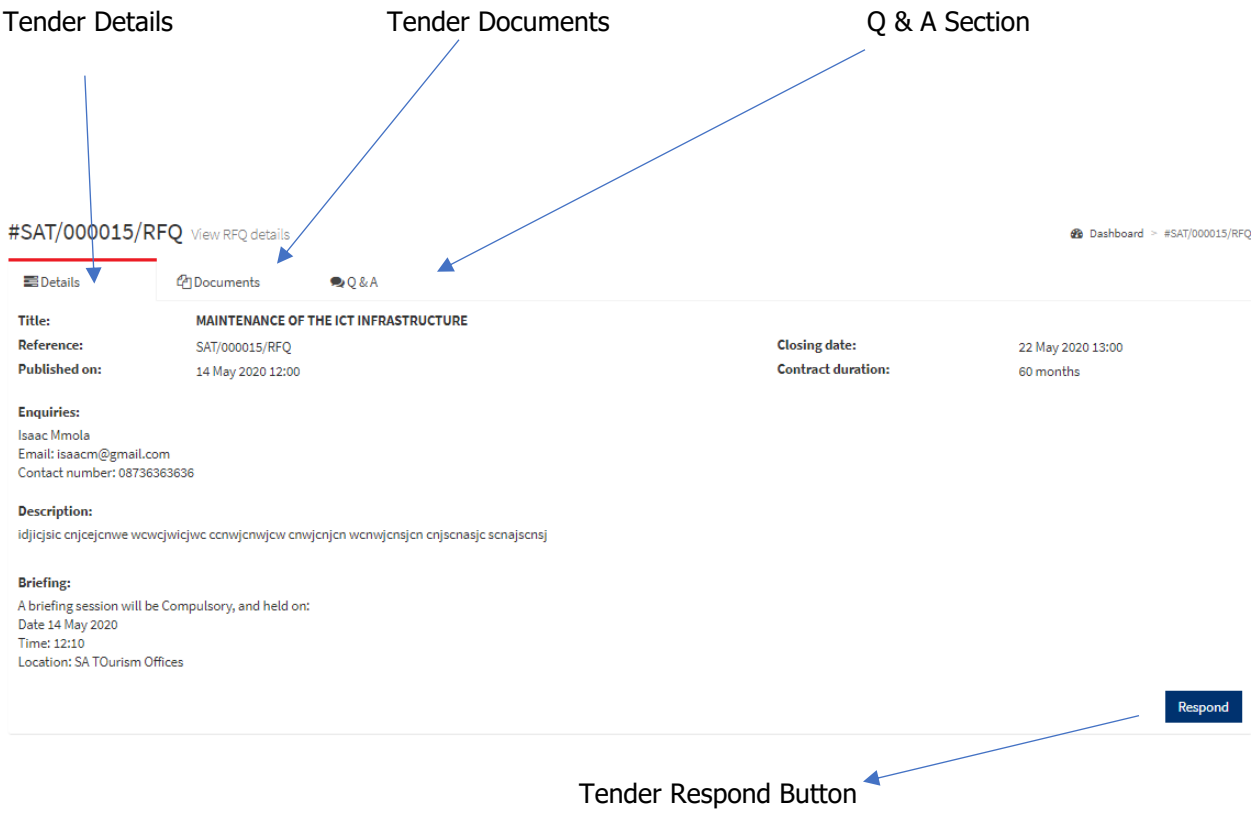


5. Current Tenders

5.1. View tender details

Click on the Tender Reference to view tender details

5.2. Tender Details Page



5.3. 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 the you to a bidding form.

5.4. Tender Response

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

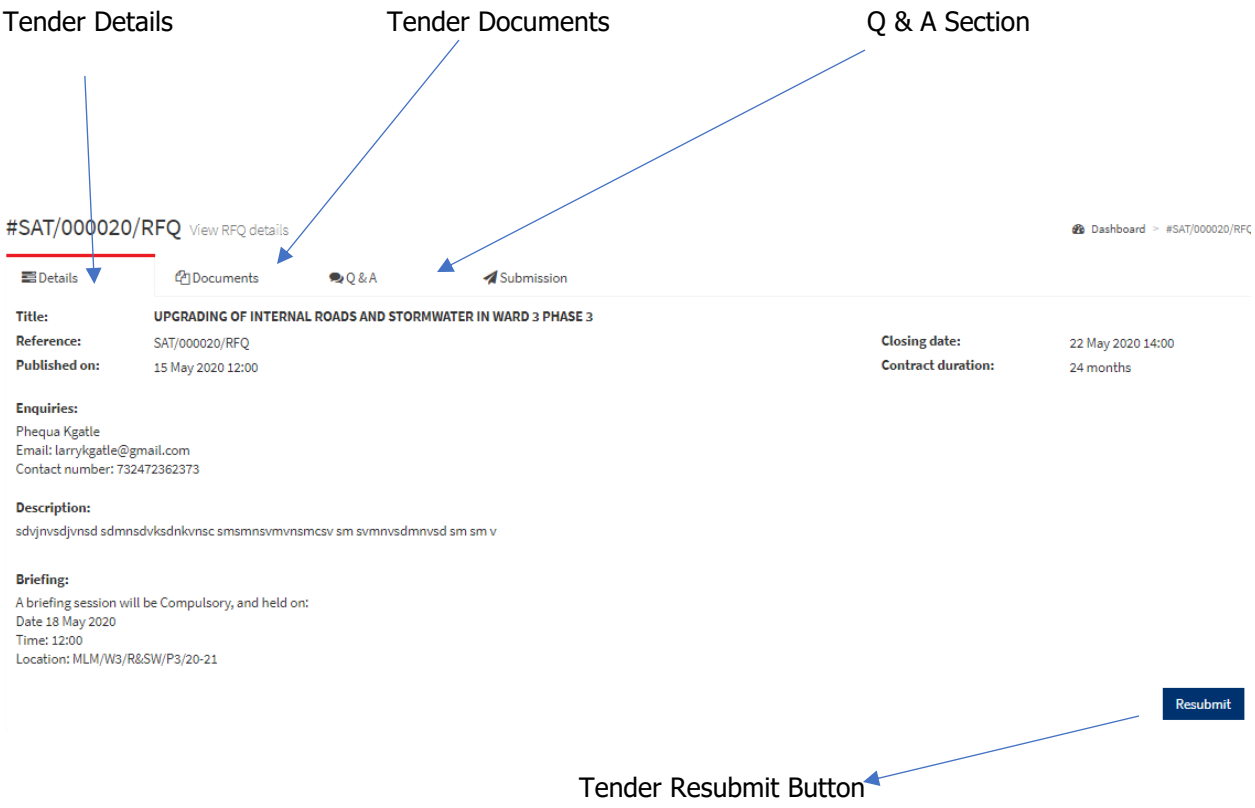
When submitting the bid, the you will be required to enter an OTP, which will be sent to you via email.

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 the you to a bidding form.

5.8. Tender Resumit

Once the 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, the you will be required to enter an OTP, which will be sent to you via email.