



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

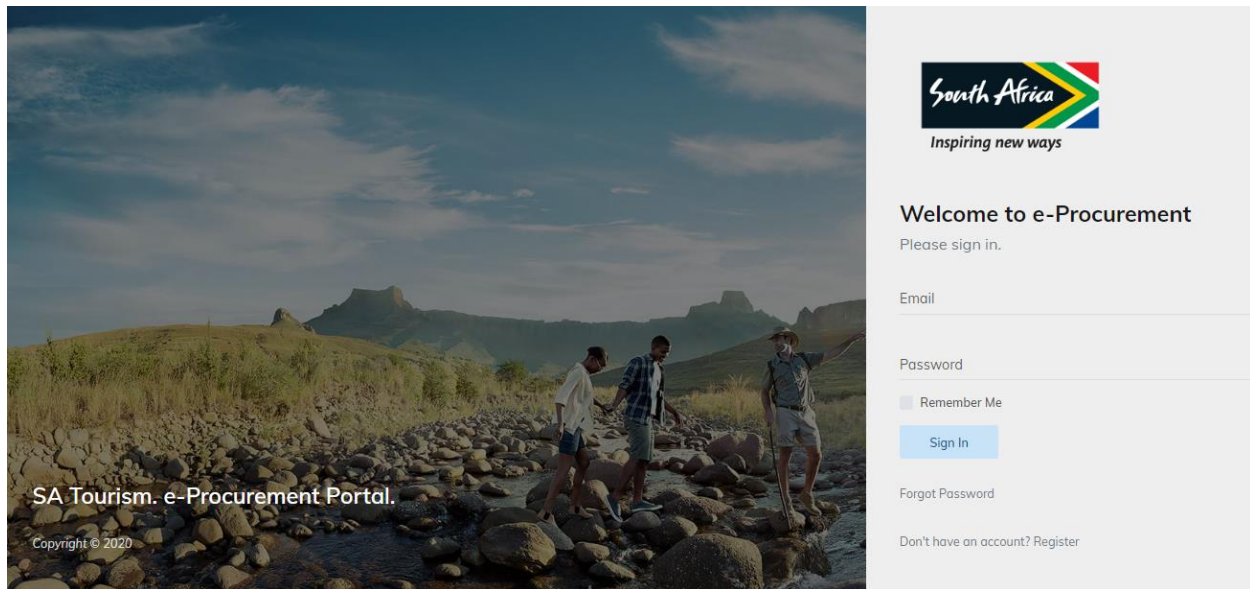


1. Getting Started

1.1. Registration and Login

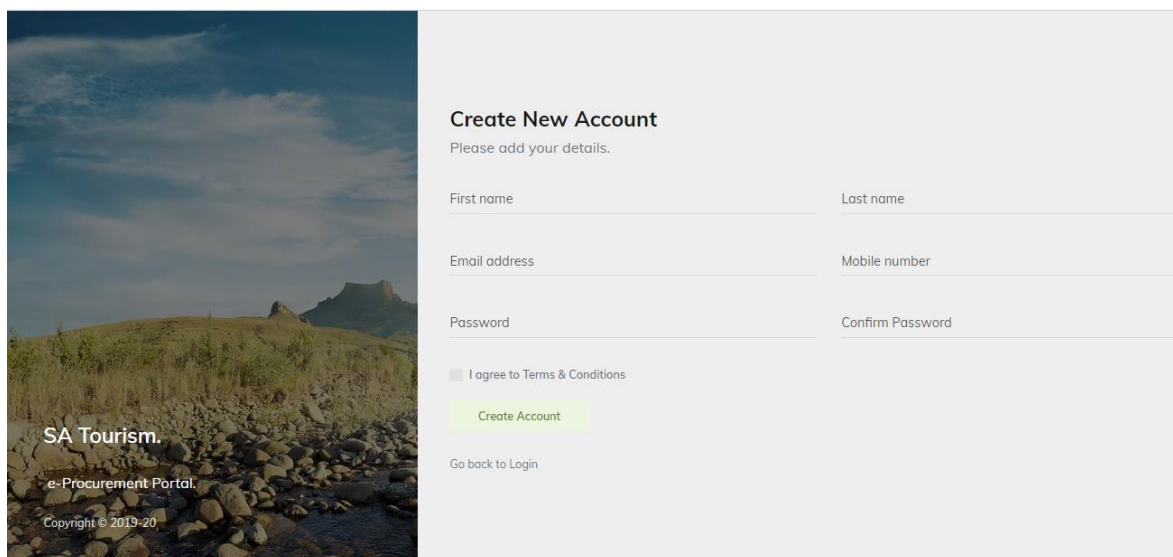
a) Login Page Details

- 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.***

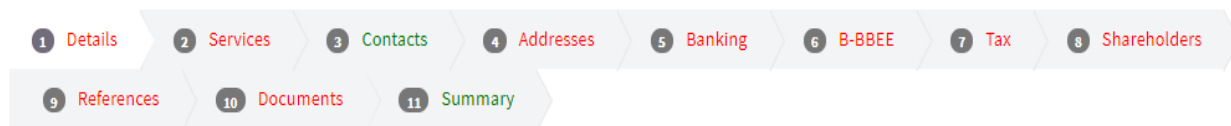
d) Password Recovery

- 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



Step 1: Company Details

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

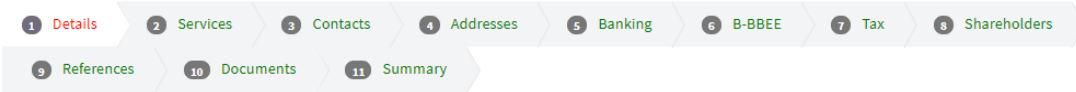
- b. **Save and Continue Button** – the button is for saving the current details and go to the next page

Save and Continue

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



2.3. Step 1 - Company Details Tab



Step 1: Company Details

Name of company * <input type="text" value="Mr Bean Productions"/>	Trading as <input type="text"/>
Company registration type * <input type="text" value="Private Company"/>	Registration number * <input type="text" value="2012/06291919/06"/>
CSD number * <input type="text" value="Maa7623743632764327"/>	Company email address * <input type="text" value="mrbean@gmail.com"/>
Number of directors <input type="text"/>	Number of employees <input type="text" value="Please select"/>
Industry sector <input type="text" value="Please select"/>	
Country <input type="text" value="Belgium"/>	Province <input type="text" value="Please select"/>
Website <input type="text"/>	Number of years operating <input type="text"/>

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

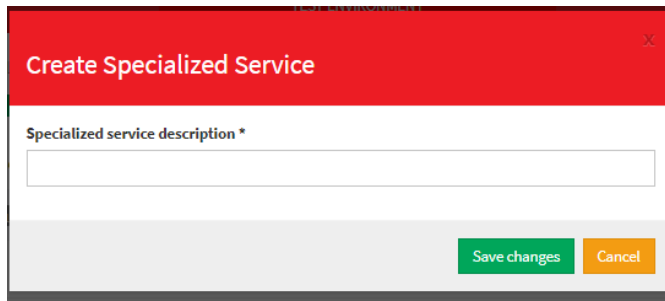
2.4. Step 2 - Services Tab

You are required to add your services. Click on the add button to add the service. You can add multiple services

Step 2: Specialized Services

Add new service

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

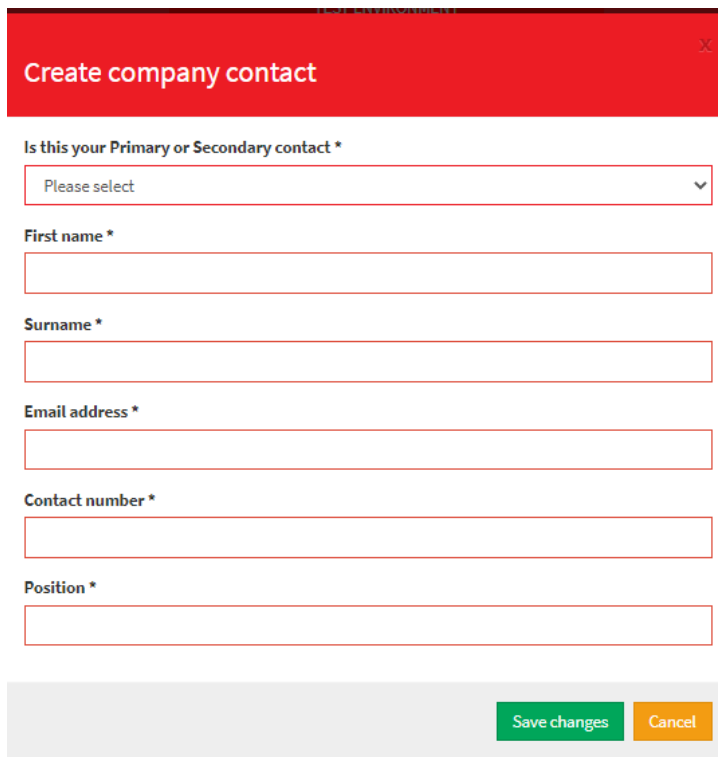


The screenshot shows a red header bar with the text "Create Specialized Service" and a close button (X) in the top right corner. Below the header is a text input field labeled "Specialized service description *". At the bottom of the form, there are two buttons: a green "Save changes" button and an orange "Cancel" button.

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.

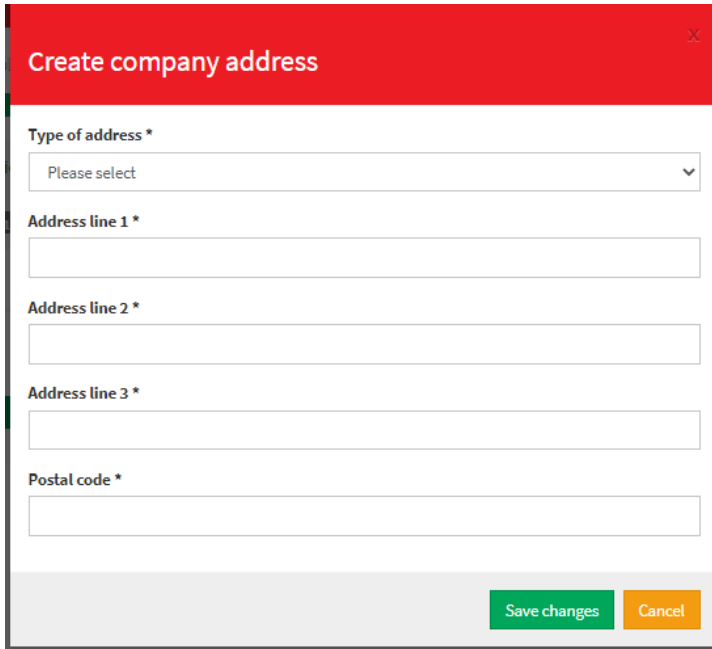


The screenshot shows a red header bar with the text "Create company contact" and a close button (X) in the top right corner. Below the header is a dropdown menu labeled "Is this your Primary or Secondary contact *" with the text "Please select" and a downward arrow. Below the dropdown are five text input fields, each with a red border and a red asterisk indicating they are mandatory: "First name *", "Surname *", "Email address *", "Contact number *", and "Position *". At the bottom of the form, there are two buttons: a green "Save changes" button and an orange "Cancel" button.

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.



The screenshot shows a modal window titled "Create company address" with a red header and a close button (X) in the top right corner. The form contains the following fields:

- Type of address ***: A dropdown menu with "Please select" as the current selection.
- Address line 1 ***: A text input field.
- Address line 2 ***: A text input field.
- Address line 3 ***: A text input field.
- Postal code ***: A text input field.

At the bottom right of the modal, there are two buttons: "Save changes" (green) and "Cancel" (orange).

2.7. Step 5 - Banking Tab

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

Step 5: Company Banking Details

Bank name	<input type="text" value="FNB"/>	Account type	<input type="text" value="Cheque"/>
Branch name	<input type="text" value="Braamfontein"/>	Branch code	<input type="text" value="654909"/>
Account name	<input type="text" value="John Doe"/>	Account number	<input type="text" value="6234433333"/>

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.

Step 6: B-BBEE

B-BBEE status *	<input type="text" value="Level 5 - 55 to 64,99 (80%)"/>	Turnover level *	<input type="text" value="Generic"/>
Black ownership %	<input type="text"/>	Black youth ownership %	<input type="text"/>
Black women ownership %	<input type="text"/>	Other ownership %	<input type="text"/>

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

Is your company currently tax compliant?

Income TAX number

37327423742

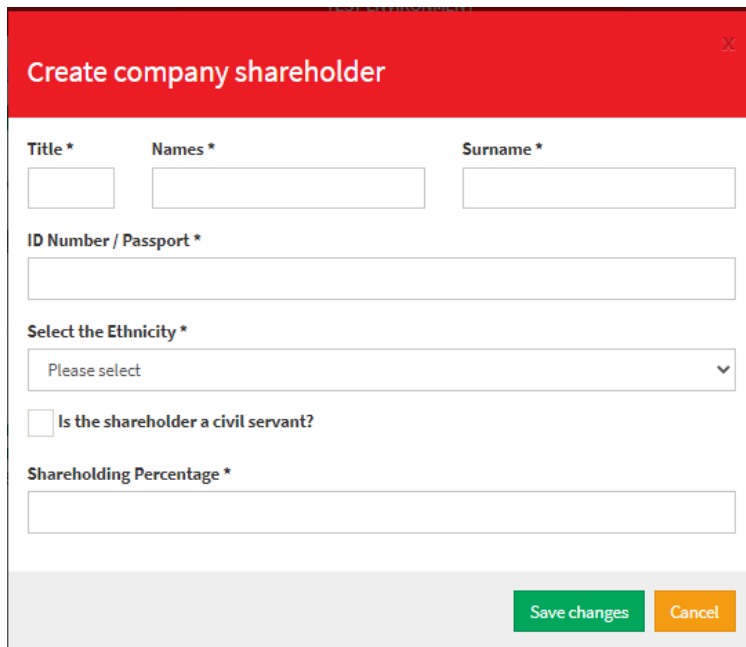
VAT registration number

SDLC number

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.



The screenshot shows a pop-up window titled "Create company shareholder" with a red header and a close button (X) in the top right corner. The form contains the following fields and options:

- Title ***: A text input field.
- Names ***: A text input field.
- Surname ***: A text input field.
- ID Number / Passport ***: A text input field.
- Select the Ethnicity ***: A dropdown menu with "Please select" and a downward arrow.
- Is the shareholder a civil servant?**
- Shareholding Percentage ***: A text input field.

At the bottom right of the form, there are two buttons: "Save changes" (green) and "Cancel" (orange).

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.

Create reference ✕

Name of company *

Contact person *

Contact details (mobile / email) *

Year * Contract value (estimate) *

Brief description of work *

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

The screenshot shows a dashboard interface for South Africa. The main navigation sidebar on the left contains the South Africa logo with the tagline 'Inspiring new ways' and three menu items: 'Dashboard', 'Current Tenders', and 'Update Profile'. The main content area is divided into three sections: 'Announcements' (showing 'No announcements'), 'Upcoming Appointments' (showing 'No appointments'), and 'Submissions'. The 'Submissions' section lists four items with their status: 'SAT/000001/RFP' (Submitted), 'SAT/000002/RFP' (In Progress), 'SAT/000003/RFP' (In Progress), and 'SAT/000004/RFP' (Submitted). Blue arrows point from the labels 'Main Navigation Area', 'Announcement Area', 'Upcoming Briefing Sessions', and 'List of Submitted Tenders' to their respective elements in the dashboard.

List of Submitted Tenders

4. Current Tenders Page

Main Navigation


Advanced Search Area

Bid Reference

Tender Title

Tender Closing Date

Briefing Date



MAIN NAVIGATION

- Dashboard
- Current Tenders
- Update Profile

Browse Current Tenders [View all current tenders](#)

Dashboard > Browse Current Tenders

Search by reference

Status

Tender type

Search

Show 10 entries

Search:

	Reference	Title	Closing Date	Briefing
RFI	SAT/000007/RFI Closed	Cloned Formed Published on 10 May 2020 23:10 • Contract duration: 60 months	10 May 2020 23:20	Optional
RFP	SAT/000001/RFP Closed	Request for information - Integrated exhibition & event solution Published on 10 May 2020 22:18 • Contract duration: 6 months	10 May 2020 21:30	Compulsory 10 May 2020 21:50
RFP	SAT/000002/RFP Closed	Appointment of a service provider for the supply, installation, support and maintenance of IP CCTV Surveillance System - SAT Tender 175/19 Published on 10 May 2020 22:00 • Contract duration: 60 months	10 May 2020 22:21	Optional 10 May 2020 21:45
RFP	SAT/000003/RFP Closed	Appointment of a service provider for the Implementation of Automated Business Process Management Solution - SAT Tender 149/20 Published on 10 May 2020 22:10 • Contract duration: months	10 May 2020 22:30	Optional 10 May 2020 22:00
RFP	SAT/000005/RFP Closed	Brand Design - Tender SAT 152/19 Published on 20 May 2020 12:10 • Contract duration: 60 months	15 May 2020 12:00	Compulsory 10 May 2020 22:30

5. Current Tenders

5.1. View tender details

Click on the Tender Reference to view tender details

5.2. Tender Details Page

The screenshot shows the Tender Details page for reference #SAT/000015/RFQ. The page layout includes a breadcrumb trail 'Dashboard > #SAT/000015/RFQ' and a navigation menu with 'Details', 'Documents', and 'Q & A' tabs. The main content area is titled 'MAINTENANCE OF THE ICT INFRASTRUCTURE' and contains the following information:

Title:	MAINTENANCE OF THE ICT INFRASTRUCTURE		
Reference:	SAT/000015/RFQ	Closing date:	22 May 2020 13:00
Published on:	14 May 2020 12:00	Contract duration:	60 months

Enquiries:
Isaac Mmola
Email: isaacm@gmail.com
Contact number: 08736363636

Description:
idjfcjsic cnjcejcne wcwcjwjcjwc ccnwjcnwjcw cnwjcncjcn wcnwjcnsjcn cnjjscnasjc scnasjcsnsj

Briefing:
A briefing session will be Compulsory, and held on:
Date 14 May 2020
Time: 12:10
Location: SA Tourism Offices

A blue 'Respond' button is located at the bottom right of the 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

The screenshot displays the Tender Details page for reference #SAT/000020/RFQ. The page is divided into several sections:

- Navigation:** A top navigation bar with tabs for 'Details', 'Documents', 'Q & A', and 'Submission'. The 'Details' tab is currently selected.
- Title:** UPGRADING OF INTERNAL ROADS AND STORMWATER IN WARD 3 PHASE 3
- Reference:** SAT/000020/RFQ
- Published on:** 15 May 2020 12:00
- Closing date:** 22 May 2020 14:00
- Contract duration:** 24 months
- Enquiries:** Phequa Kgatle, Email: larrykgatle@gmail.com, Contact number: 732472362373
- Description:** sdvjnvsdjvnsd sdmnsdvksdnkvnsc smsmnsvmvnmcsv sm svmnvsdmnvsd sm sm v
- Briefing:** A briefing session will be Compulsory, and held on: Date 18 May 2020, Time: 12:00, Location: MLM/W3/R&SW/P3/20-21
- Resubmit Button:** A blue button labeled 'Resubmit' is located at the bottom right of the page.

Arrows in the image point from the labels 'Tender Details', 'Tender Documents', and 'Q & A Section' to their respective sections in the screenshot. Another arrow points from the label 'Tender Resubmit Button' to the 'Resubmit' button.

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.

