Supplier Self-Registration Process

Access the CSD site on www.csd.gov.za

Register a new CSD account

Receive an activation email and OTP

Activate account and enter OTP

Log in on the CSD

Complete supplier identification information

Complete contact information

Complete address information

Complete bank account information

Complete tax information

Complete ownership information (if non-CIPC company)

Complete associations (if relevant)

Complete commodities information

Complete B-BBEE information (future phase)

Maintain users

A CSD supplier number and unique security code is auto-generated and communicated

Click on Submit

Organs of state access verified CSD supplier information

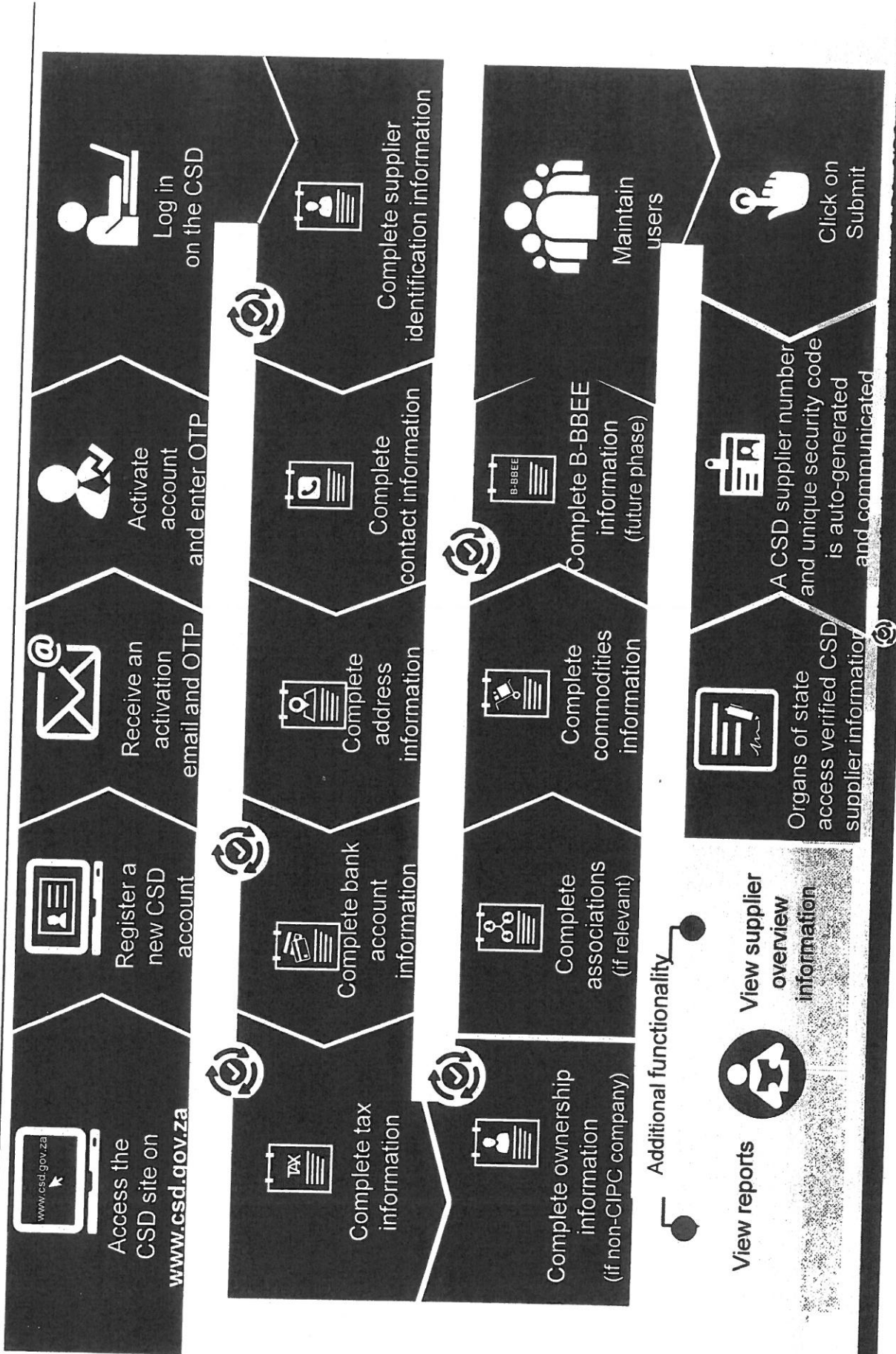Additional functionality

View reports

View supplier overview information

How to register

Please note that you need to do the full registration by following the procedure in the diagram below, to confirm that your registration was successful you need to receive a Supplier number that begins with "MAAA00" by the end of the registration.

WEBSITE TO REGISTER ON: www.csd.gov.za
HELPDESK SUPPORT LINE: 0124069222

PASSWORD CRITERIA:
You need to have not less than 8 characters in all
You must have a capital letter e.g. K
You must have lower case letters e.g. ele
You must have Special character e.g. @ or # or $ or %
You must have numbers as well 1982
In full an example should be like this: Kele@1982

Activation link not received

If you have followed the steps below and you still have not received the link, please check on the SPAM or TRASH or DELETED ITEMS.

1.   Go to www.CSD.gov.za

•   Click on the Log in link.

•   Once the login screen opens, just below the green log in button. Click on the "Resend account activation email" link

•   Once the account activation screen open, key in your email address you used when registering and click the green "Email link" button.

•   A new activation link will be sent to you.

2.   Secondly – Open the new activation email that has been sent to you. (if 7 Days, have not been exceeded: start here)

•   After clicking on the link in the activation email. A CSD activation screen will be opened in your default internet browser.

•   Click on the grey button named "Request OTP". This action will now send you the OTP to the cell number you registered with.

•   After receiving the OTP. Key in the OTP in the OTP fields and click on the submit button

How do I know that I am registered

To confirm that your registration was successful you need to receive a Supplier number that begins with "MAAA00" and the unique registration reference number by the end of the registration.

At this stage if a supplier is registered on the CSD, their information will only be available to municipalities nationally from the CSD only from 1 July 2016.

Apart from registering and capturing supplier information on the CSD, suppliers currently on any database of organs of state need to maintain their records through the existing supplier databases and systems at organs of state for the period 1 April 2016 to 30 June 2016. (This means – Suppliers still need to ensure that they are maintained on the municipalities current databases up until 30 June 2016).

During this interim period, suppliers that register on the CSD must provide their CSD supplier number and unique security code as well as any other relevant documentation (not yet electronically verified by the CSD) to the organs of state that they want to do business with, for municipalities to be able to access the supplier information.