



eThekwini Municipality



e-Procurement Solution
Vendor Portal
User Manual

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Purpose of the document

The purpose of this user manual is to provide a comprehensive guide for understanding and utilizing the Vendor Portal module.

e-Procurement is a South African application to computerise the supply chain management processes within the rules of the PFMA, MFMA and associated regulations. The solution consists of modules for vendor registration, vendor compliance, purchasing using 3 quotes, and limited tender and full tender process.

Vendor compliance is supported by automatic integration to National Treasury's Central Supplier Database with auditing and analysis are built into the application.

This manual includes a description of the system functions and capabilities, and step-by-step procedures for system access and use. Graphics and screenshots are included.

How to access the Vendor Portal

Type in the address <http://www.ethekwinivendor.durban.gov.za/>.

The eThekwini Terms and Conditions for use of this website will appear. This must be read and agreed with and then accepted.

eThekwini Municipality > Terms and Conditions

Conditions of Use shall not be valid and enforceable and Users shall not hold the eThekwini Municipality liable to any such warranty or representation, whether made prior to, during or after concluding the Conditions of Use.

- The eThekwini Municipality site and Service are provided "as is" and the eThekwini Municipality makes no express or implied representations or warranties with regard thereto. Without limiting the generality of the foregoing:-
 - the eThekwini Municipality does not warrant that the website; its contents; the third party content and services; payment of the Municipal Services will be error free or will meet any particular criteria of accuracy, completeness or reliability of information, performance or quality. The eThekwini Municipality expressly disclaims all implied warranties, including, without limitation, warranties of merchantability, title, fitness for a particular purpose, non-infringement, compatibility, security and accuracy; and
 - whilst the eThekwini Municipality has taken reasonable measures to ensure the integrity of the Services, no warranty, whether express or implied is given that any files, downloads or applications available via the website are free of viruses or any other data or code which has the ability to corrupt or affect the operation of a user's system.

11. Governing Law and Jurisdiction

These conditions are governed by the laws of the Republic of South Africa.

I have read and agree with the Terms & Conditions

Accept

Reject

These T&C's will appear every time the browser is relaunched.

The Landing Page of the Vendor Portal

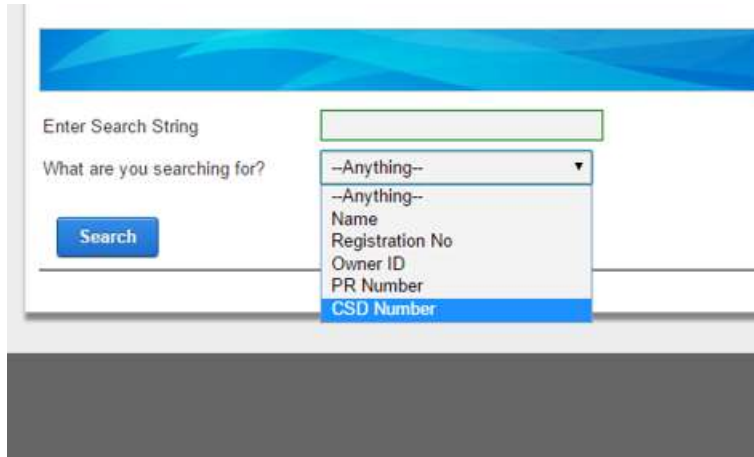
The supplier is welcomed and can access information on how to register as a supplier.



Searching as a non-registered user

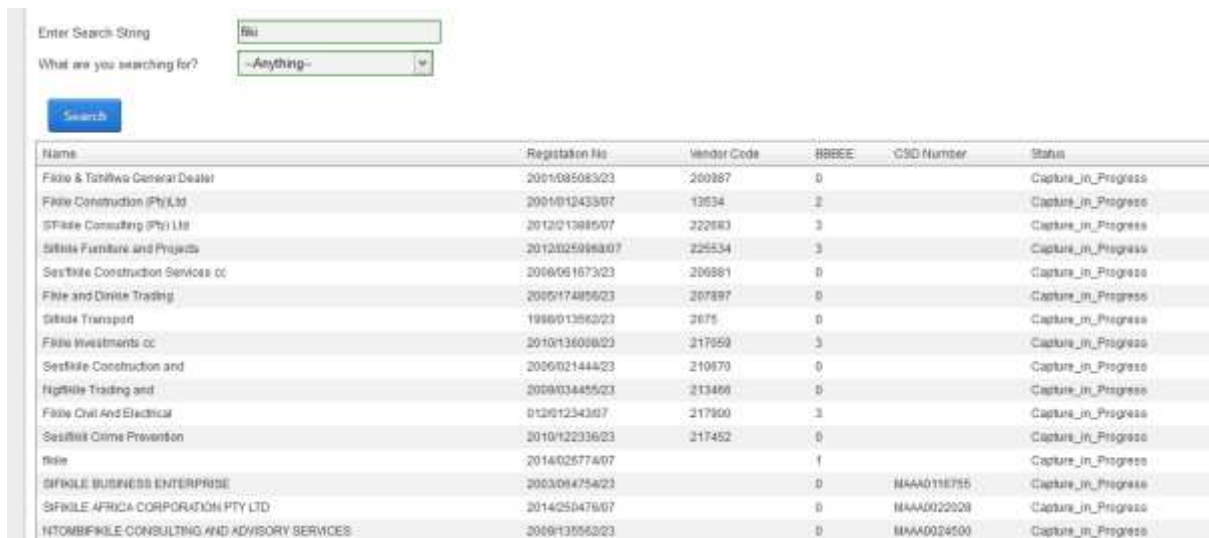
A supplier can also access a search function as a non-registered participant.

Click on the 'Supplier Search' tab.



The screenshot shows a search interface with a blue header. Below the header, there is a search form. It includes a text input field labeled "Enter Search String" which is empty. Below it is a dropdown menu labeled "What are you searching for?" with the option "--Anything--" selected. A blue "Search" button is positioned to the left of the dropdown. The dropdown menu is open, showing a list of search criteria: "--Anything--", "Name", "Registration No", "Owner ID", "PR Number", and "CSD Number". The "CSD Number" option is highlighted in blue.

Search on any component of a suppliers details.



The screenshot shows the search results for the search string "flu". The search criteria dropdown is set to "--Anything--". Below the search form is a table with the following columns: Name, Registration No, Vendor Code, BBBEE, CSD Number, and Status. The table contains 18 rows of supplier data.

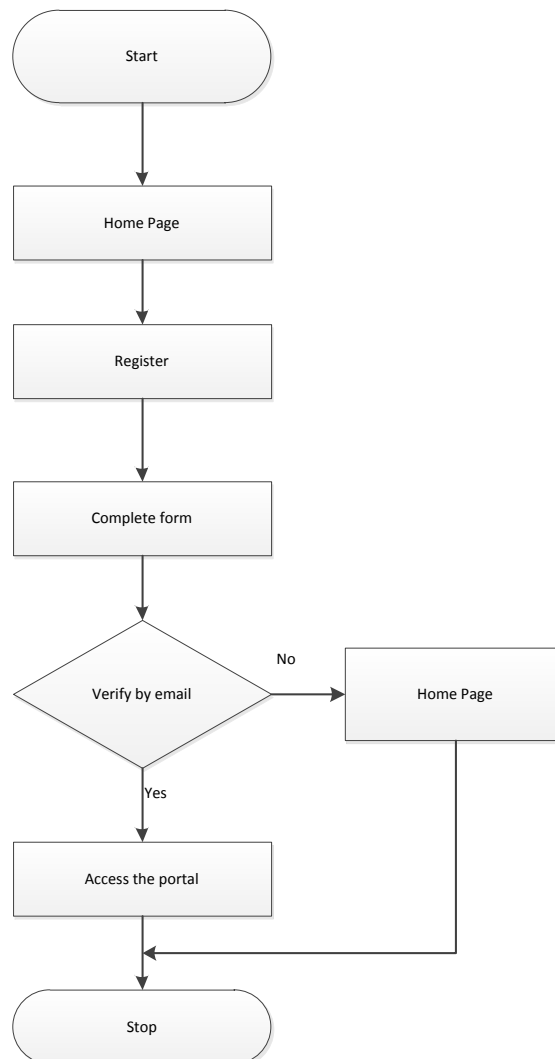
Name	Registration No	Vendor Code	BBBEE	CSD Number	Status
Fikile & Tshifwa General Dealer	2011/085083/23	200987	0		Capture_in_Progress
Fikile Construction (Pty)Ltd	2001/012433/07	13634	2		Capture_in_Progress
SFikile Consulting (Pty) Ltd	2012/0213985/07	222683	3		Capture_in_Progress
Sifike Furniture and Projects	2012/0259968/07	225534	3		Capture_in_Progress
Sesifike Construction Services cc	2008/051673/23	206881	0		Capture_in_Progress
Fikile and Dintse Trading	2005/174856/23	207887	0		Capture_in_Progress
Sifike Transport	1988/013562/23	2675	0		Capture_in_Progress
Fikile Investments cc	2010/136088/23	217059	3		Capture_in_Progress
Sesifike Construction and	2006/021444/23	210670	0		Capture_in_Progress
Ngqifike Trading and	2008/034455/23	213466	0		Capture_in_Progress
Fikile Civil And Electrical	012/012343/07	217900	3		Capture_in_Progress
Sesifike Crime Prevention	2010/122336/23	217452	0		Capture_in_Progress
Fikile	2014/025774/07		1		Capture_in_Progress
SIFIKILE BUSINESS ENTERPRISE	2003/094754/23		0	MAAA0118755	Capture_in_Progress
SIFIKILE AFRICA CORPORATION PTY LTD	2014/0250478/07		0	MAAA0022028	Capture_in_Progress
NTOMBIFIKILE CONSULTING AND ADVISORY SERVICES	2008/135562/23		0	MAAA0024500	Capture_in_Progress

Data that is available on hand is

- Supplier name
- Company registration number
- PR number
- BBBEE code based on their submitted certificate
- National Treasury's Central Supplier Database (CSD) assigned number
- The status of the supplier

User registration on the eThekweni Portal (Vendor process flow)

User Registration Process Flow



Steps for registering a user

- On the Home landing page, click “Register” on the far right corner;



- Complete the registration form.

Register

Note: Membership to the website will be Verified. Once your account information has been submitted, you will receive an email containing a link that you can use to verify your account.
All fields marked with a red asterisk are required. - (Note: - Registration may take several seconds. Once you click the Register button please wait until the system responds.)

User Name *

Password *

Confirm Password *

First Name *

Last Name *

Email Address *

Citizen *

ID/Passport Number *

Telephone *

Cell/Mobile *

- After submitting the registration form, the Vendor Portal will send you a verification email;
- On the verification email, follow the link provided to verify your account;
N.B If you do not do this you will NOT be able to login to the Vendor Portal.
- After verifying your account, you will then have access to the pages of the Vendor Portal that an unregistered user does not have, i.e the Welcome, Tenders, Supplier and User profile page.



How to log in

- On the Vendor Portal Home page, click “Login” on the far right corner;



- Capture your login credentials, then click “Login”;

User Log In

Username:

Password:

Resetting password

- On the login screen, click “Forgot Password”;

eThekweni Municipality > Recover Lost Passwords

Lost username and/or password

Search Criteria

Search for

- Search by the following fields, your username for example;

eThekweni Municipality > Recover Lost Passwords

Lost username and/or password

Search Criteria

Search for

User Name
Email Address
Company Registration Number
Company Owner ID Number
Company Name

- Then click “Reset Password”;

eThekwini Municipality > Recover Lost Passwords

Lost username and/or password

The following registered user(S) were found matching your criteria. Please select your email address and click "Reset Password" button

#####@corelab.co.za

Reset Password

Cancel

- You will be presented with the message below;
- Click “Close”;
- Check the registered email account for the email;

If the details entered were correct, you should receive an email message shortly with a link to reset your password.

Close

- Follow the link on the email received;
- Capture the new password, the click “Change Password”;

Password Reset

Tintswalo Makhubele

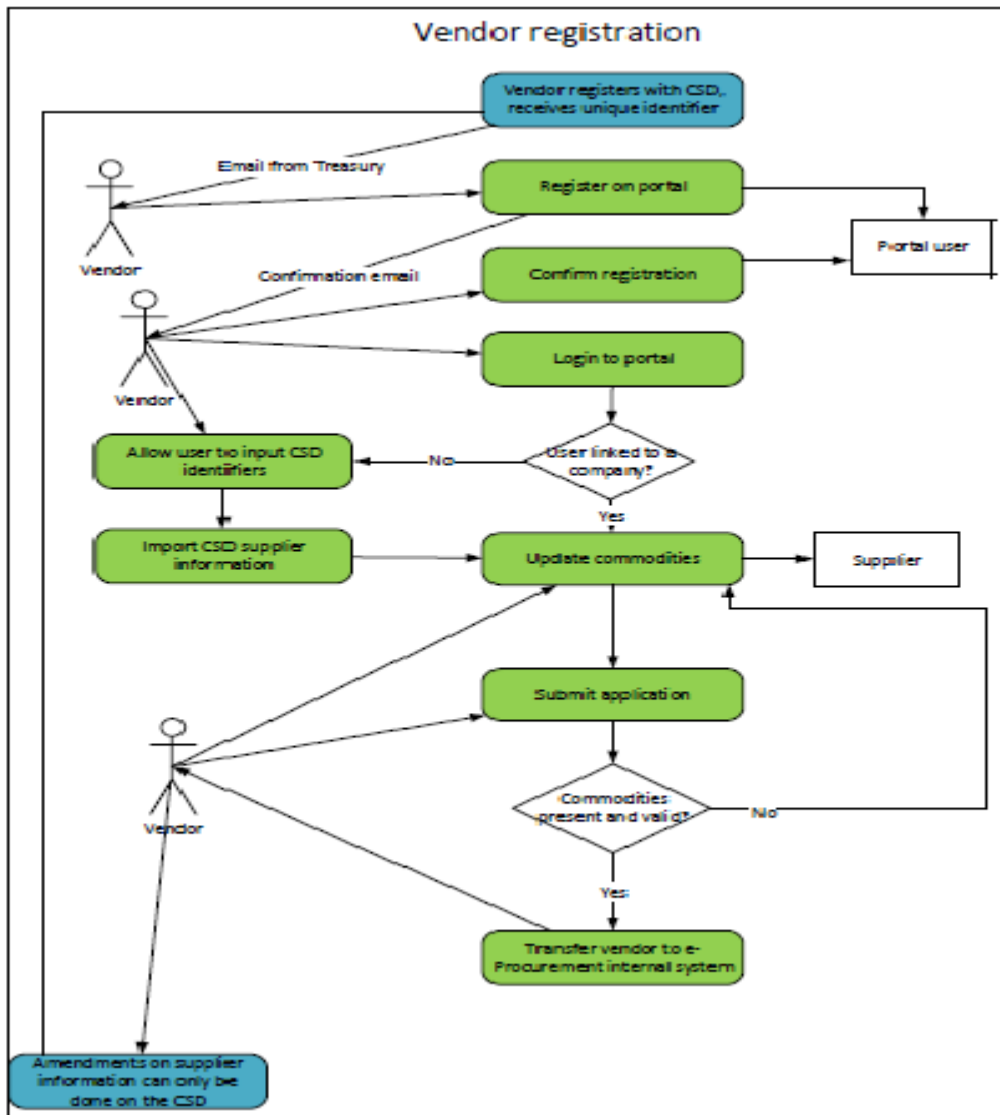
New Password

Confirm Password

Change Password

Cancel

Supplier registration process flow



Steps for registering a supplier

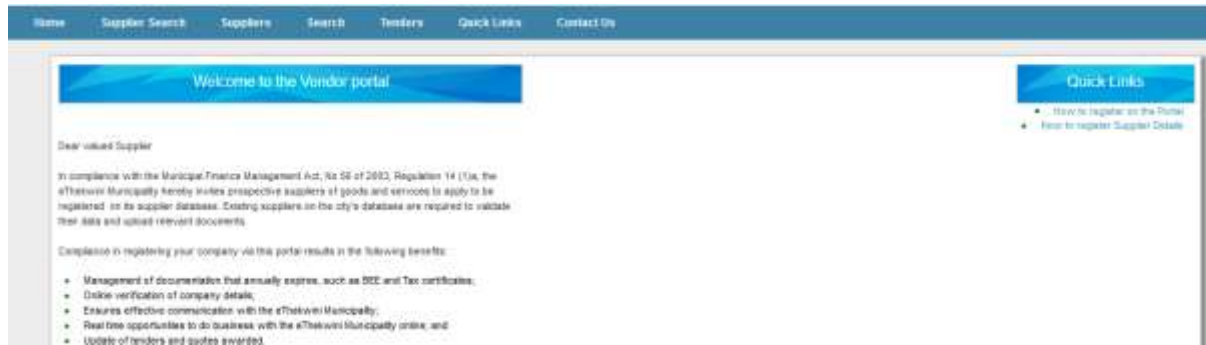
Before you register on the Vendor Portal, a supplier should have registered with National Treasury on their CSD database. CSD website: <https://secure.csd.gov.za/>. Suppliers who have done this CSD registration will link their CSD number to their data in the Vendor Portal where it will update.

Vendors who have not registered with the CSD can still register and capture their data in the Vendor Portal. Their fields are editable and will remain so until they register with the CSD. It is our aim to eventually have all suppliers registered with the CSD but we will not penalise those SMME's who don't for now.

The supplier will register and access the eThekwini vendor portal to register their business or connect to the data that we have imported from JDE, Ellipse and JPLite.

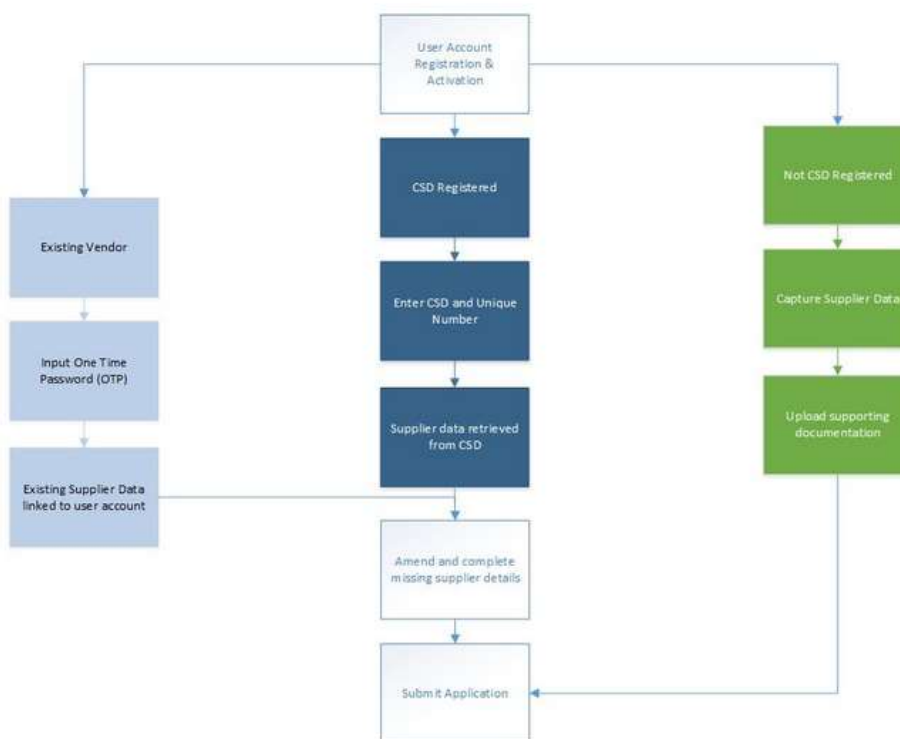
- Login to user account;

- Read the Home page to find out the benefits of being an eThekweni supplier;



- The process the supplier follows to register is shown below;

Thank you for registering and logging on to our Vendor Portal. Below is a diagram that will assist with the supplier registration



- As well as information regarding support;

Further support can be obtained onsite at the

Compliance and Procurement Monitoring Office

Between the hours of 09h00 and 14h00.
We look forward to engaging further with you.

Sincerely

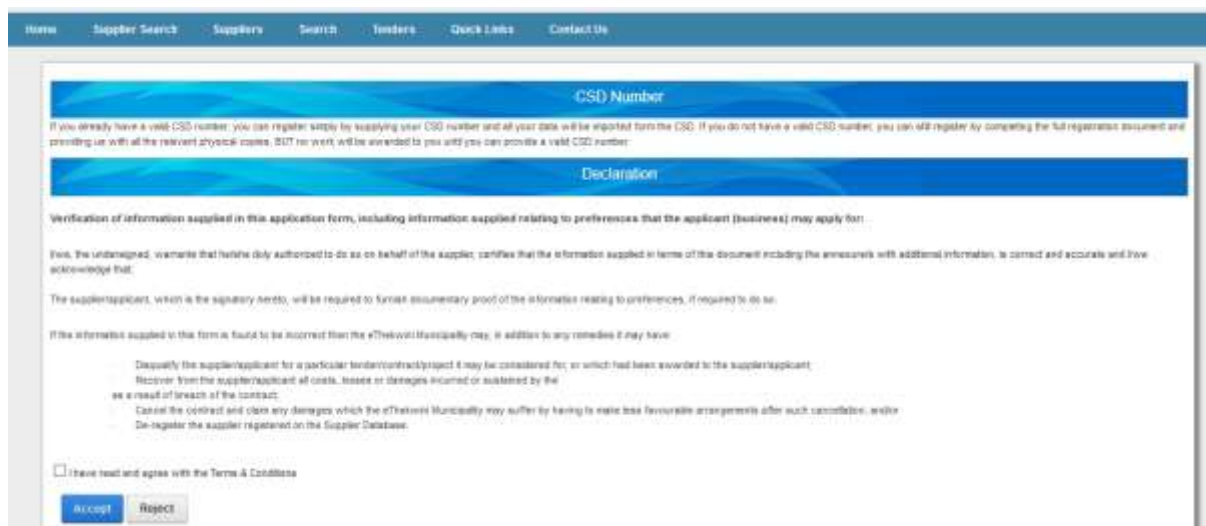
**Compliance and Procurement Monitoring
eThekweni Municipality**

[Click here to Register](#)

- On the Menu bar click “Suppliers”;
- Select the relevant option;



- If you select “Register New Supplier”, you will then have to read and accept the Declaration;



- Upon rejecting of the Declaration, the Vendor Portal will then redirect you to the Home page and you will not be able to register a supplier;
- If you accept the Declaration you will agree to import the CSD data that you have captured with National Treasury. Enter the CSD and Unique registration number, you received when registering on the CSD database;



- Click “Register”;

All the information you captured on the CSD database will be imported to the Vendor Portal.

- The supplier imported from the CSD will be linked to your profile;
If you select “Edit Existing Supplier” you will be presented with the screenshot below.

Suppliers registered in your profile					
	Status	Supplier Name	Registration No	VAT No	Registration Date
Click here to Close	Awaiting CSD Sync	Mashinabo Trading Enterprise cc	20040253403		2020/01/19 12:45:24 PM
Click here to Close	Capture in Progress	ACCENTURE (SOUTH AFRICA)	200100734937	421E117981	11/11/2018 8:53:14 AM

- Read the CSD status. If there is a fail on the result, please contact the CSD for assistance;

CSD Status		
Type	Message	Result
Supplier Status		Pass
CIPC Business Status	In Business	Pass
Tax Status		Pass

- On the Company Registration tab, read through the entire registration and if you find information that is not correct, please go and update it on the CSD database. CSD will then update the information on the portal;

Company Information Banking Details Contact Details Additional Information Owner/Director/Proxy Information Commodities Attachments Code of Conduct Validate

Company Information

Company Type:

Classification *:

Name *:

Registration No *:

CSD Number: Central Supplier Database Number

VAT Registration No: Leave empty if you are not VAT registered

BBBEE Rating *:

Physical Address

Street No and Name*:

Complex/Building *:

Suburb *:

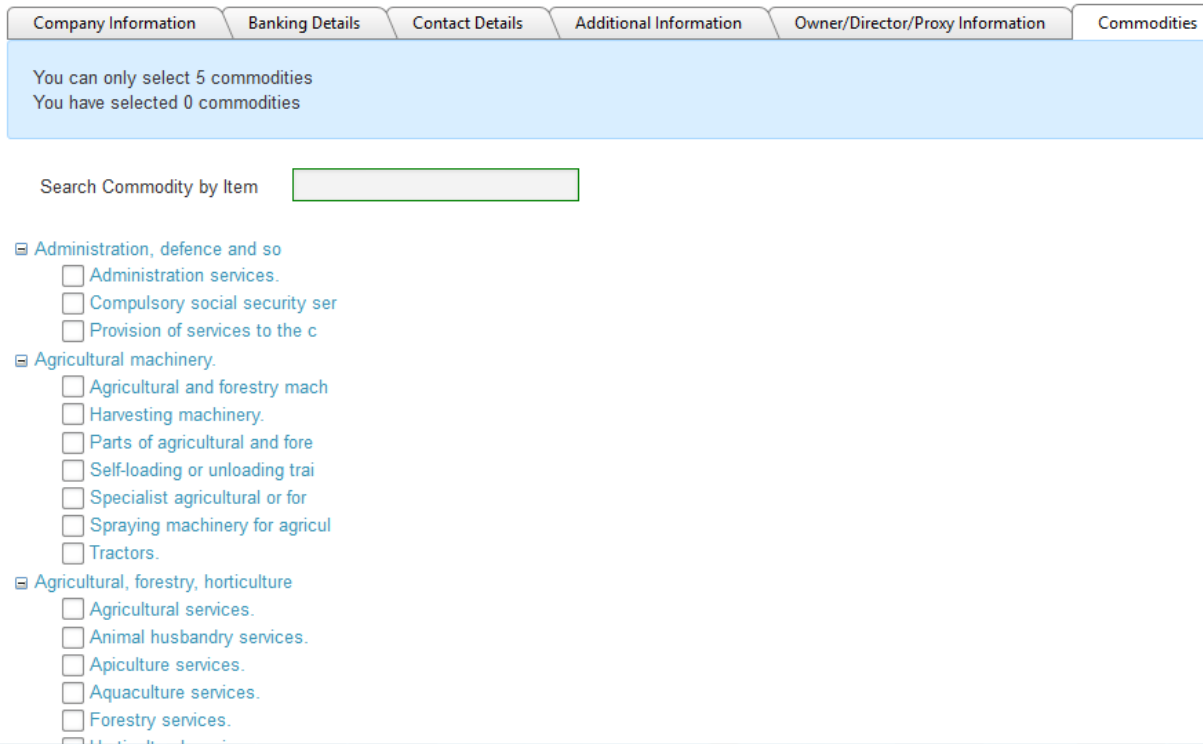
City/Town *:

- The only information you can edit are the
 - Adding extra contacts;
 - Entering additional information (if any) ;
 - Loading additional attachments (if any) like the BBBEE certificate;
 - Entering Shareholder race and ownership percentage ; and
 - Selecting commodities ;
 - Confirming the Code of Conduct.

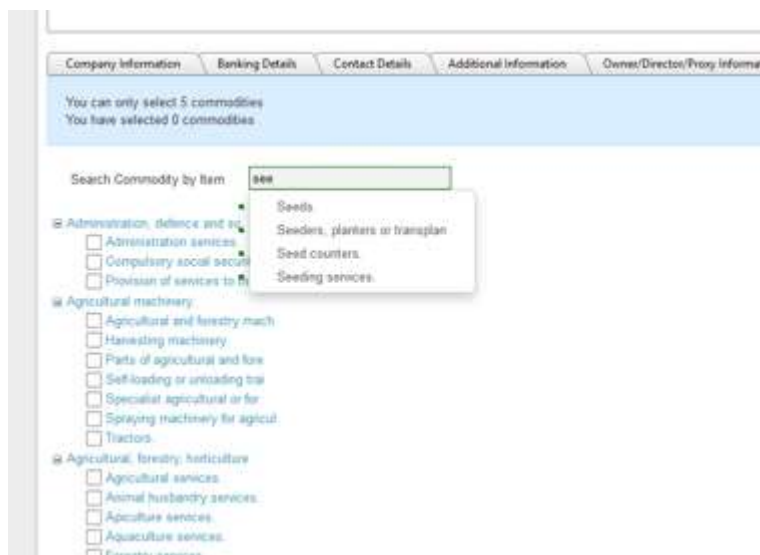
Everything else must be edited on the CSD.

- Once you done viewing the page, click “Save & Next” at the bottom of the page;

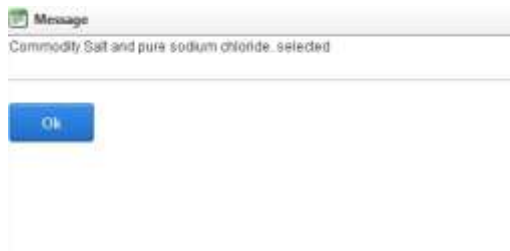
- The supplier will be able to check 5 product categories and service types displayed. The CSD allows unlimited product selection and is not aligned to the categories in JDE, thus the supplier is required to select these on the vendor portal.



- To facilitate the correct selection of services/products based on purchasing category, a search function is available.
- On the commodity screen, the supplier can enter an item to search for. The system has added the “sub classes” as inventory items. Once the supplier selects a sub class, the commodity will be selected. An example is when the supplier searches for and selects ‘seeds’ in the dropdown, the correct commodity is assigned in the tree.



- A pop-up message informs the supplier of the category that has now been assigned.



- A ribbon on the Purchasing Category tab lists the categories that a supplier has chosen.

You can only select 5 commodities
You have selected 1 commodities

- Purchasing categories which have been selected and saved are shown in **BOLD, Green font** while categories which have been selected but not saved yet, are shown in **BOLD orange font**.



- Once you done viewing the page, click “Save & Next” at the bottom of the page;
- The Code of Conduct tab must be read through and then confirmed;



- Without confirming, the supplier will not be able to submit his data to the database.

I Confirm

- On the Validate tab, ensure that everything required is captured before attempting to submit;

Your registration is in-complete. Please review the check list below and complete the missing information. You will not be allowed to submit without completing all the required sections

Item	Completed	Message
Address	<input checked="" type="checkbox"/>	2 Address(s) captured
Contacts	<input checked="" type="checkbox"/>	3 Contact(s) captured
Owner/Directors	<input checked="" type="checkbox"/>	8 Owner(s) captured
Shareholding adding to 100%	<input type="checkbox"/>	Your shareholding adds up to 10%
Owner Invalid Race	<input type="checkbox"/>	POPIWI WILLIAM MZIMBA - 6811245432091 has an invalid race value (Unknown) ROZETT LUCILLE PHILLIPS - 7030040157001 has an invalid race value (Unknown) SIMON WILLIAM CHALLIS RUSSELL - 8505185040008 has an invalid race value (Unknown) LIVINGSTONE CHEWANE - 6410045307084 has an invalid race value (Unknown) SUNTHRAKALIE MCHONATHAN - 6305090122083 has an invalid race value (Unknown) MOGOMOTSI RELIFETSIWE BOAKGOMO - 8009081055007 has an invalid race value (Unknown) MICHELLE GRACE SMIT - 7406250994062 has an invalid race value (Unknown)
Classification Attachment	<input checked="" type="checkbox"/>	
Commodities	<input type="checkbox"/>	0 Commodity(ies) captured
Attachments	<input checked="" type="checkbox"/>	0 Attachment(s) captured
Addition Information	<input checked="" type="checkbox"/>	

A hard copy of the following documents must be delivered to:
Tender Advice Centre Office No 44

- Before you submit the registration, you must confirm the correctness of information;

Certification of Correctness of Information

I the undersigned am authorised to do so on behalf of the firm and I certify that:

1. The information supplied is correct.
2. All copies of relevant information are attached.
3. The HDI points claimed are correct and based on owners and/or shareholders who are actively involved in the day-to-day management of the enterprise.
4. I take note that payment will be effected 30 days after delivery, if delivered with an original invoice.
5. If I am classified as a dependant service provider or labour broker as stated in the fourth schedule of the Income Tax Act, I authorise the CoT to deduct PAYE and supply me with a yearly IRP 30 (only if no valid Labour Broker Certificate can be supplied).

I Confirm

Cancel
Save & Print
Submit
Refresh data from CSD
Delete

- Then click the "Submit" button.

Require Help?

For any queries contact the following person (s):

Bukhosi Dlamini	Telephone: 073 063 8693
Hendriek Mothowane	Telephone: 078 654 7918
	Email: eprocurement@durban.gov.za

Fatima Milazi	Telephone: 031 322 7011
	Email: Fatima.Milazi@durban.gov.za

We hope that this initiative will further improve the communication of opportunities for your business at eThekweni Municipality. Once registration is complete, an email verifying your status will be sent to you as confirmation.