



# KAROO HOOGLAND



**WILLISTON • FRASERBURG • SUTHERLAND**  
**MUNICIPALITY • UMASIPALA • MUNISIPALITEIT**

## **NOTICE 001/005: SUPPLY CHAIN MANAGEMENT/CSD**

ENQUIRIES : MS C VILJOEN

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Dear Supplier

### **REGISTRATION OF SUPPLIERS ON THE CENTRALISED SUPPLIER DATABASE**

Recent development in terms of Municipal Supply Chain Management prescripts require that all prospective suppliers register on the National Treasury Centralised Supplier Database (CSD).

The CSD is a single database to serve as the source of all supplier information for all spheres of government. The purpose of centralising government's supplier database is to reduce duplication of effort and cost for both supplier and government.

#### **BENEFITS TO SUPPLIERS FOR REGISTERING ON THE CSD:**

Suppliers will only be required to register once

Supplier will be able to ensure their data is up-to-date, complete and accurate

Standardised and electronic verification of supplier information leading to reduced fraud

Supplier will not be required to submit physical tax clearance and business registration certificate to organ of state

Single source of supplier information to all organs of state

Registration on the CSD is via the following website: <https://secure.csd.gov.za/>

All suppliers are required to complete required information on the CSD website and must ensure it is complete, accurate and comprehensive. The following would be amongst the required information:

- **Supplier information:** Supplier type, ID number, supplier name, trading name, country of origin
- **Supplier contact:** preferred contact person, preferred communication method, email address, cell phone number, telephone number, etc.;
- **Supplier address:** country, province, municipality, city, suburb, ward and postal code;
- **Bank account information;**
- **Supplier tax information;**
- **Ownership information:** name and identification number of directors, members, etc.;
- **Association to any other suppliers:** branch, consortium member, etc.;
- **Commodities** the supplier can supply

A valid email address, identity number, cell number and bank account details are mandatory in order to register on the CSD.

No proof of documentation is necessary as the CSD will electronically validate and authenticate all the information. Your entity will be issued with a unique number (MAA.....), which will be used as a reference and must be stated on all quotations as from **1 July 2016**.

With effect from **1 July 2016**, Karoo Hoogland Municipality must use and verify a supplier's registration on the CSD. Therefore, you are required to please comply and register on the CSD before 30 June 2016.

**Failure to register may result in Karoo Hoogland Municipality not being able to conduct business with your company/entity.**

Yours faithfully

Mr GW Von Mollendorf  
Municipal Manager