

1.

DBSA SCM Portal – How to Guide

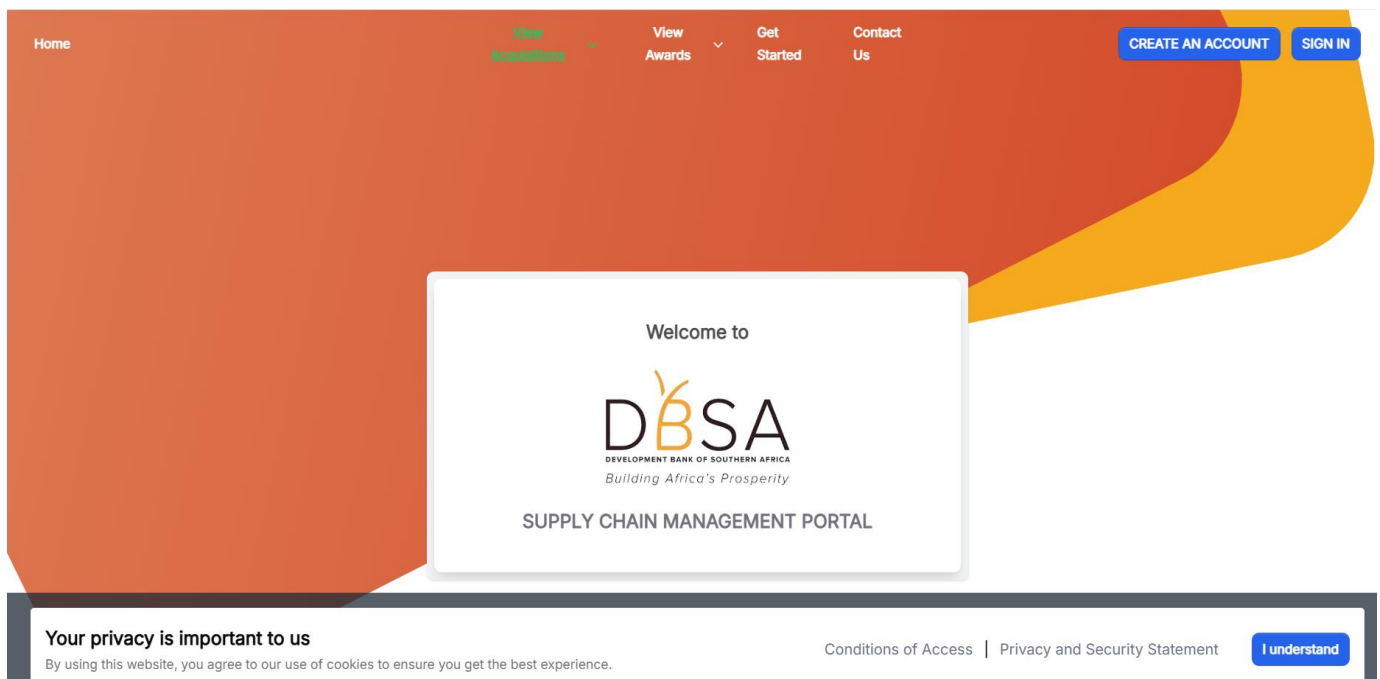
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1. Create an Account.

1.1. Landing page

1.1.1. Click **Create An Account**.



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1.2. Enter the following:

1.2.1. Supplier Number (CSD MAAA Number)

Home

View Acquisitions

View Awards

Get Started

Contact Us

Create An Account

Sign In

DBSA

DEVELOPMENT BANK OF SOUTHERN AFRICA

Building Africa's Prosperity

SUPPLY CHAIN
MANAGEMENT PORTAL

Create A New Account

MAAA0000006

A022E00A-F962-4DE0-B20B-2BFD5CF165AE

To create an account, you must first be registered on the National Treasury's Central Supplier Database (CSD). If you haven't registered yet, please do so by visiting:
<https://secure.csd.gov.za/>.

Once registered, you will receive a CSD Supplier Number and a Unique Registration Reference Number. Click here for more information on how to obtain your Unique Registration Reference Number from CSD.

MAAA0000006@dbsa.org

Create An Account

Home | Conditions of Access | Privacy and Security Statement | Contact Us

Your privacy is important to us

By using this website, you agree to our use of cookies to ensure you get the best experience.

Conditions of Access | Privacy and Security Statement

I understand

1.2.2. Get **Unique Registration Reference Number** (from your CSD account)

1.2.2.1. Obtaining the CSD Unique Registration Reference Number

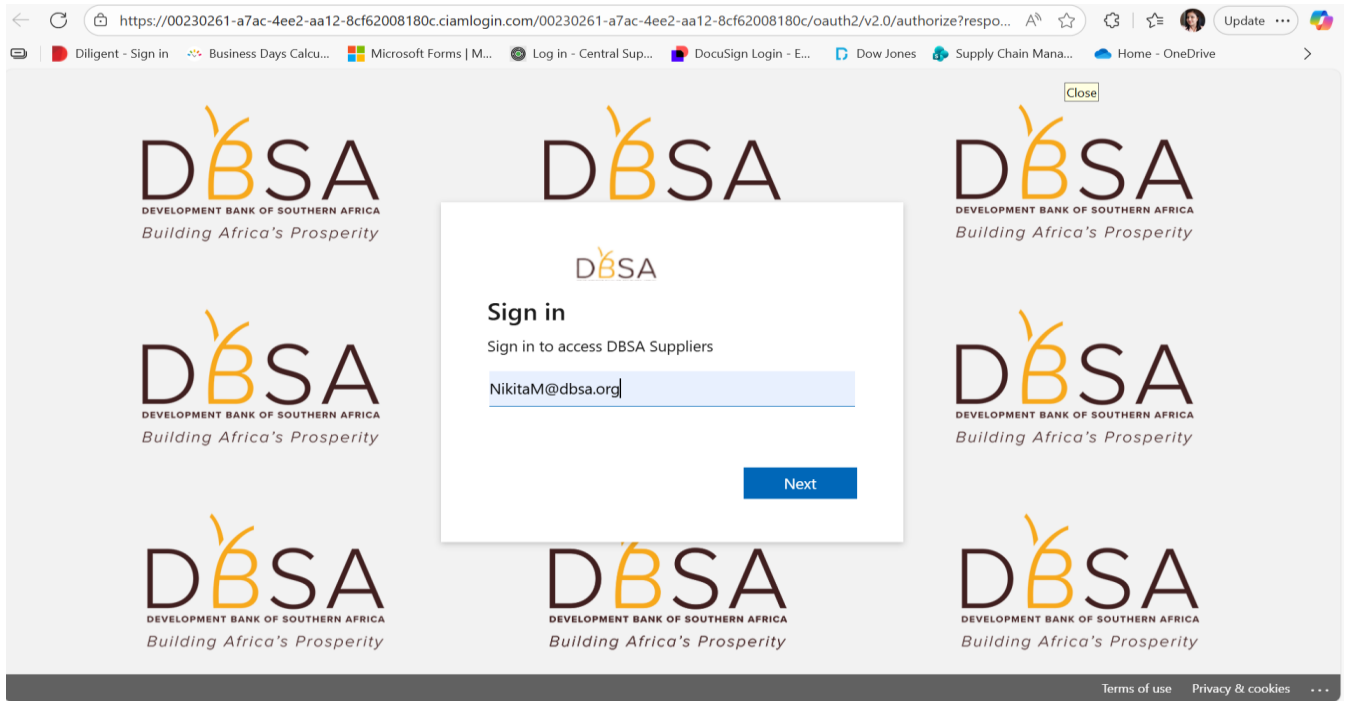
[illegible]

- VISIT <https://secure.csd.gov.za/> and log in using **CSD credentials**
- Accept and acknowledge all the Terms and Conditions
- Click on Supplier Details on the top black banner

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1.2.3. EMAIL AUTHENTICATOR

1.2.3.1. Enter Email address



1.2.3.2. Received the unique code on mailbox

Your DBSA Suppliers account verification code

 DBSA Suppliers (via Microsoft) <account-security-noreply@accountprotection.microsoft.com>
To: Supplyflow UAT Test6

[Reply](#) [Reply All](#) [Forward](#)  

Thu 10/16/2025 5:15 PM

DBSA Suppliers

Account verification code

To access **DBSA Suppliers's** apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:

19424706

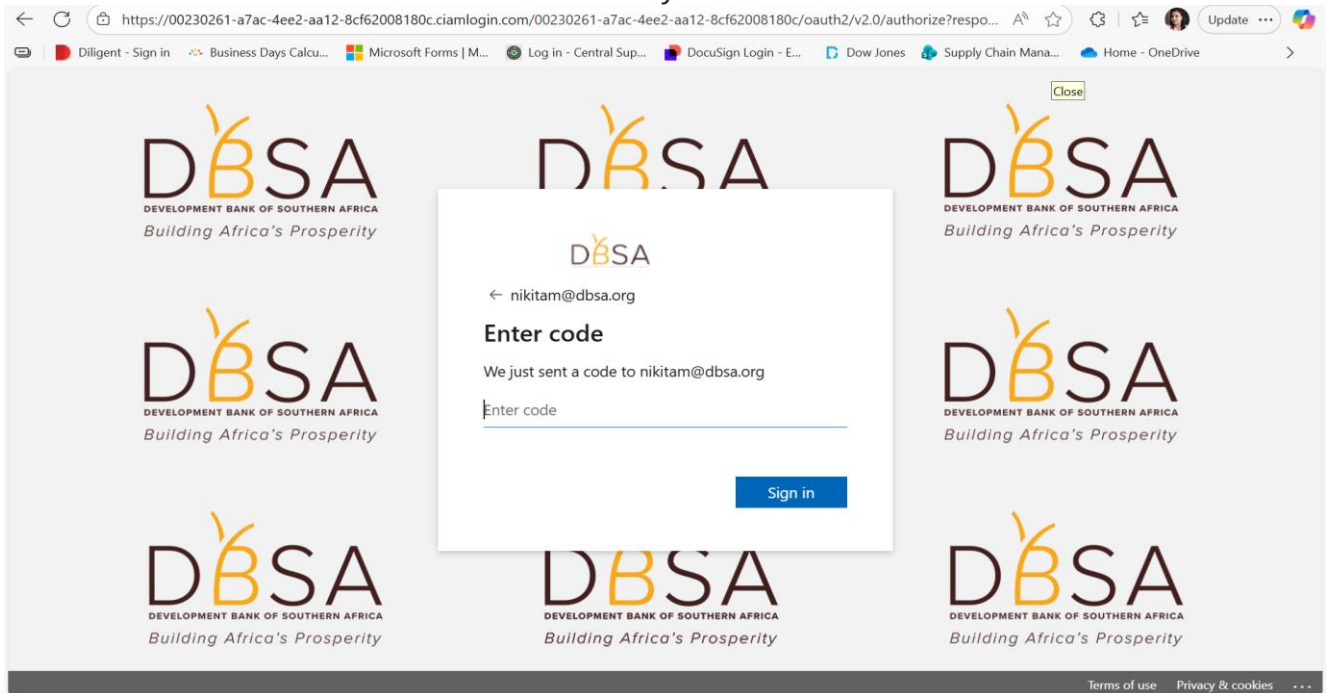
If you didn't request a code, you can ignore this email.

[Privacy Statement](#)

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

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1.2.3.3. Enter the code from email and verify.



1.2.4. CELLPHONE AUTHETICATOR

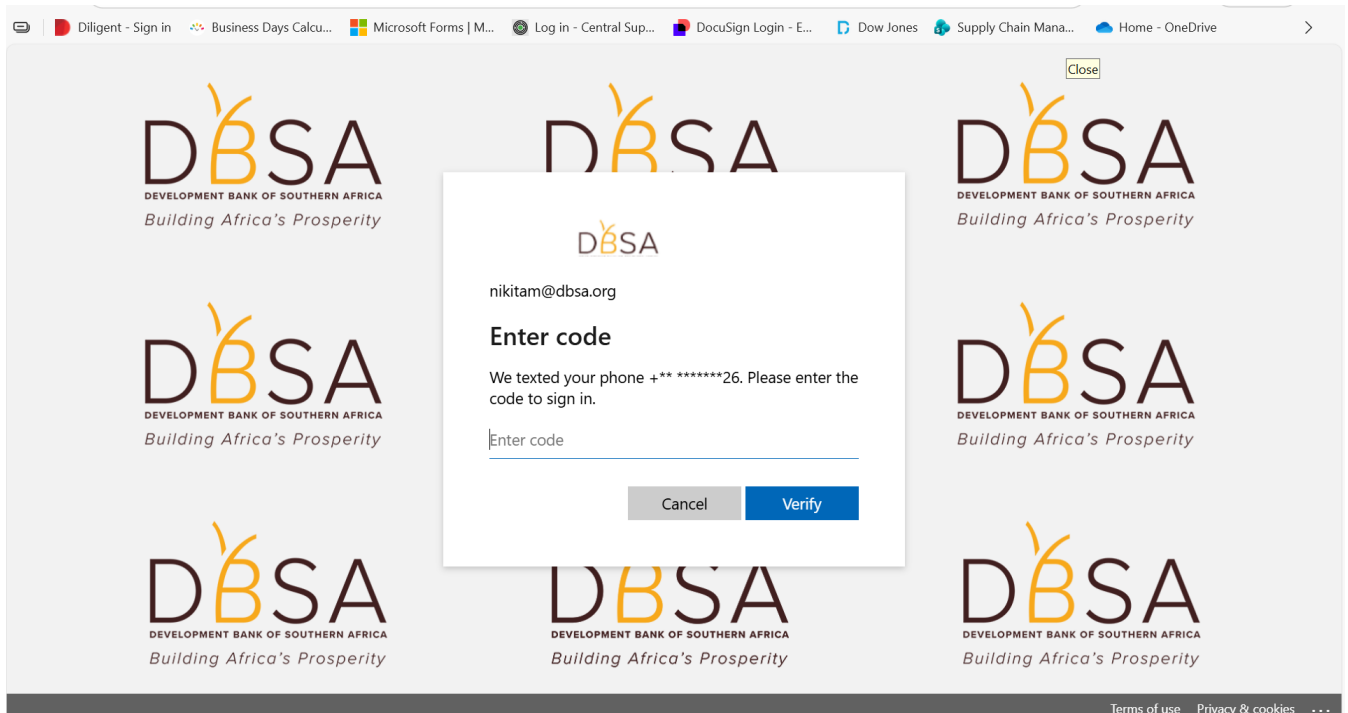
1.2.4.1. Enter Cellphone number without "0" E.g +27 68 6535 #####

1.2.4.2. Suppliers will be prompted to add their phone number to receive another code via SMS.

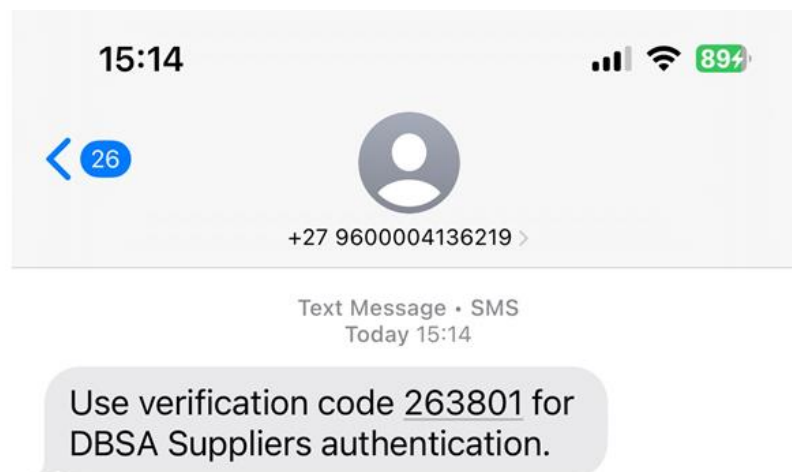
A screenshot of a mobile application screen for 'DBSA SUPPLIERS'. The screen displays the email address 'maaa0001005_test@supplyflow.co.za'. Below this, it says 'Keep your account secure' and 'Add your phone number so we can text you whenever we need to verify it's you.' There is a form field for the phone number, pre-filled with '+27' and a dropdown arrow, followed by the text 'Phone number'. Below the form field is a blue link that says 'Use a different verification option'. At the bottom, it states 'Message and data rates apply.' and has two buttons: a grey 'Cancel' button and a blue 'Next' button.

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1.2.4.3. Once they receive their SMS, they must enter their code and verify.

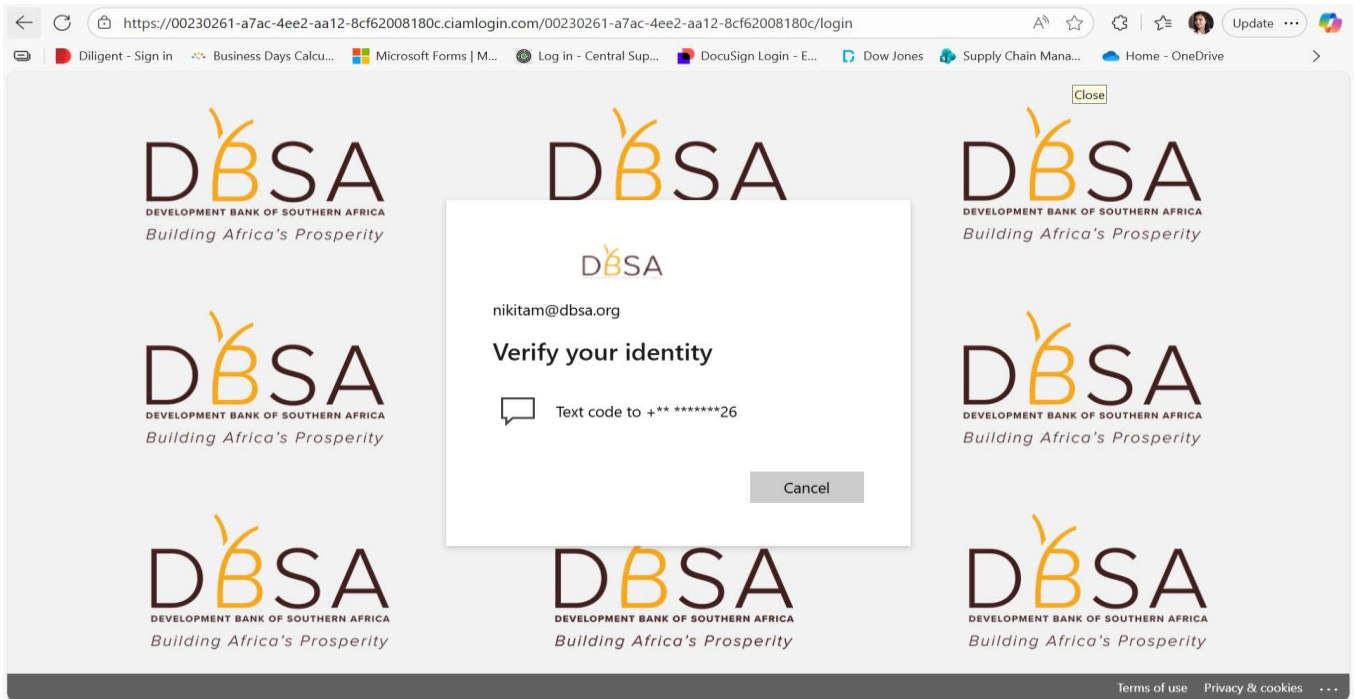


1.2.4.4. Received the unique code on cellphone



1.2.4.5. After they have entered their code and verified, continue with step 1.3

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1.2.5. SIGN IN -This is the additional step when suppliers click on SIGN IN. After they have entered their code received via email, they will be taken to the below screen to verify their identity. The code will be SMS'd to the cellphone number used when they created their account.

1.2.6. Agree to the Terms & Conditions and review the guided tutorial.

Agreement

Thank you for visiting our website. Before you go any further, it is important that you read and understand the conditions under which you will use the site.

Introduction:
Development Bank of Southern Africa ("DBSA" or "we") conducts business as an online supplier database ("supplier database") which facilitates the registration and accreditation of vendors and suppliers on supplier databases of various DBSA clients via the internet ("the services"). DBSA makes the services and provides the information contained on this website or any of the pages comprising the website ("website") to you subject to the terms and conditions of use ("terms" or "conditions") set out herein. By entering the site, you unconditionally confirm that you have read, understood, and agreed to be bound by the terms and you unconditionally undertake to comply with all applicable laws and regulations whilst using the website. DBSA may at any time modify the terms, and your continued use of the website will be subject to the terms in force at the time of your use. Accordingly, you agree to review the terms periodically, and your continued access or use of the website and the services shall be deemed to be your acceptance of the amended terms.

Content of the Website:
Whilst every effort is made to update the information provided on this website regularly (including but not limited to the content ("content") of the supplier database), DBSA makes no representations or warranties, whether express, implied in law, or residual, as to the accuracy, completeness, and/or reliability of any information, data, and/or content contained on the website. DBSA reserves the right to change or discontinue, without notice, any aspect or feature of the website and/or any part of the service. No information contained on the website shall be construed as advice and is offered for informational purposes only.

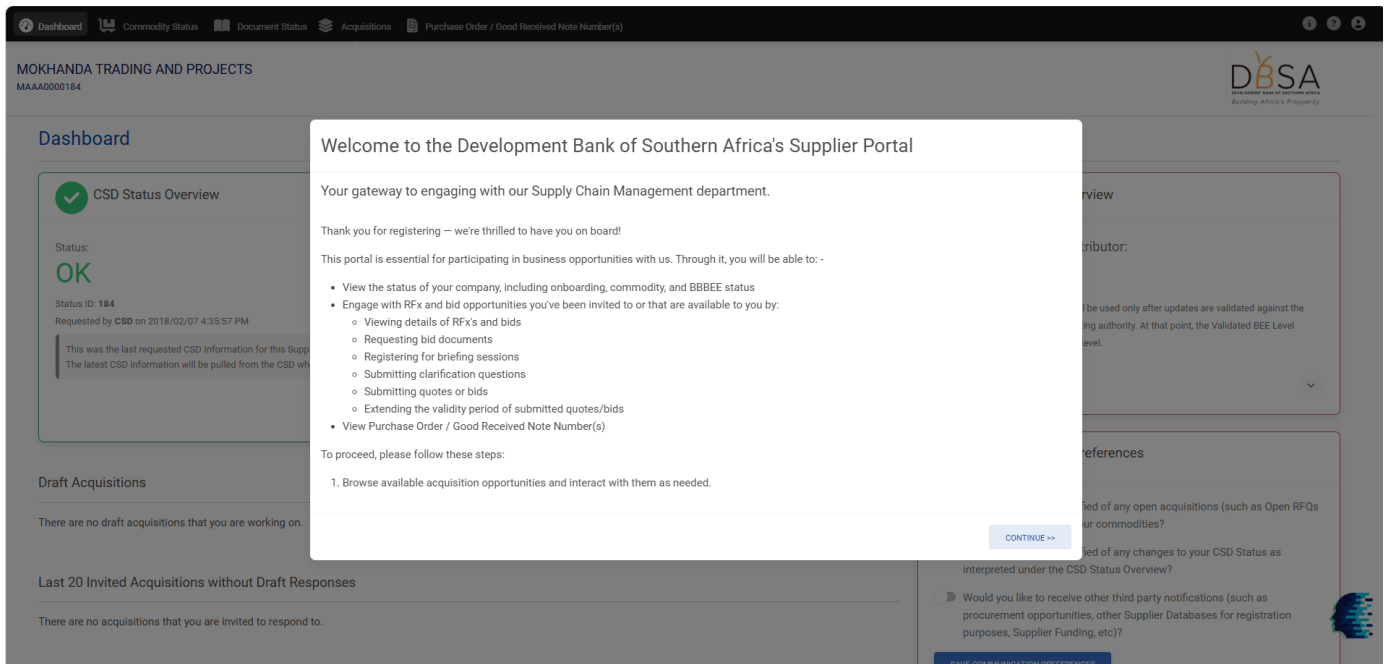
System Availability:
DBSA will use reasonable endeavours to maintain full system availability, except during scheduled maintenance periods.

User ID and PIN:
You undertake to ensure that your user ID and PIN are not disclosed to any third party and to immediately report any actual or potential unauthorized access. DBSA reserves the right to reject any communications received from you, suspend processing of any instructions, and deactivate your user ID and/or PIN if necessary. You are responsible for ensuring that your credentials are kept secure.

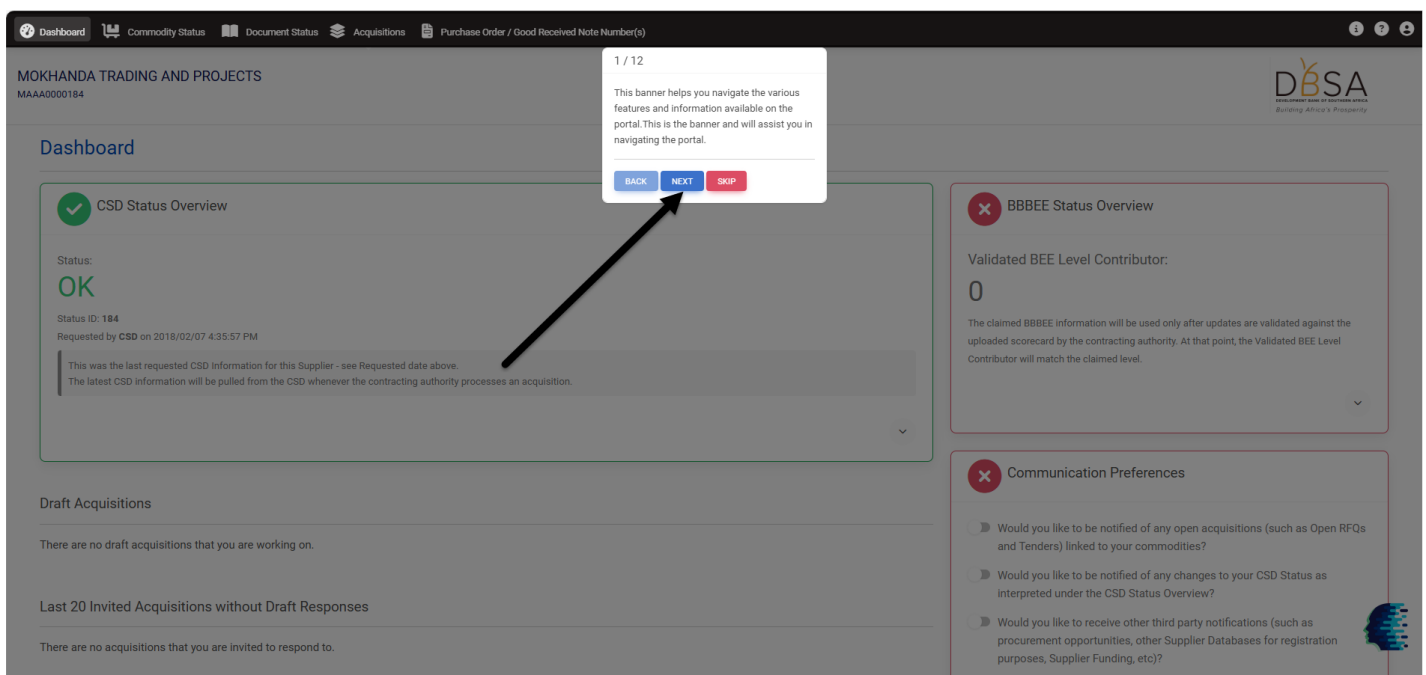
Relationship between Buyers and Suppliers:
DBSA simply facilitates registration of suppliers on buyers' supplier databases and is not a party to such transactions. Each supplier will have different terms of supply ("supplier terms"), which may include delivery times, charges, and other terms regulating the relationship between the buyer and the supplier. DBSA does not make purchases

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1.2.7. Welcome screen “Pop- Out” Read and Click “Continue”



1.2.8. Follow the prompt by clicking next for “System Overview” 1 to 12



NB: Input Field Validations:

- Symbols including but not limited to quotations, apostrophes, ampersands are not allowed to be captured in any field on the SupplyFlow system
- Cellphone, Telephone numbers must be 10 digits in length devoid of spaces, brackets, or dashes
- Email addresses must be in the following format: Name@Domain.ext

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- South African Identity Numbers are verified to ensure that they are in fact, valid ID numbers.
- Postal codes must be made of numbers only

2. Portal Functionality Overview

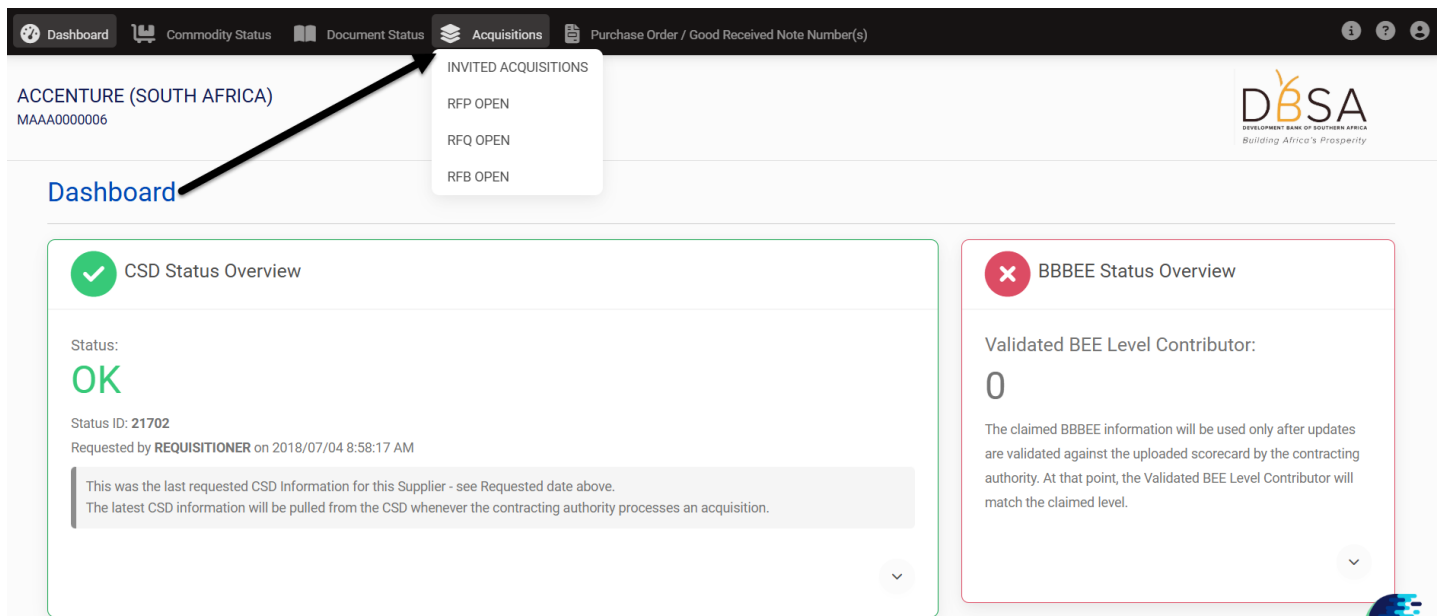
The screenshot displays the DBSA SCM Portal Dashboard for a user named MOKHANDA TRADING AND PROJECTS. The dashboard is divided into several sections:

- CSD Status Overview:** Shows a green checkmark and 'OK' status. It includes details like Status ID: 184 and a request date of 2018/02/07 4:35:57 PM. A note states: 'This was the last requested CSD Information for this Supplier - see Requested date above. The latest CSD information will be pulled from the CSD whenever the contracting authority processes an acquisition.'
- BBBEE Status Overview:** Shows a red 'X' icon and 'Validated BEE Level Contributor: 0'. A note states: 'The claimed BBBEE information will be used only after updates are validated against the uploaded scorecard by the contracting authority. At that point, the Validated BEE Level Contributor will match the claimed level.'
- Communication Preferences:** Shows a red 'X' icon and three radio button options for notifications. A blue button labeled 'SAVE COMMUNICATION PREFERENCES' is at the bottom.
- Draft Acquisitions:** A section stating 'There are no draft acquisitions that you are working on.'
- Last 20 Invited Acquisitions without Draft Responses:** A section stating 'There are no acquisitions that you are invited to respond to.'

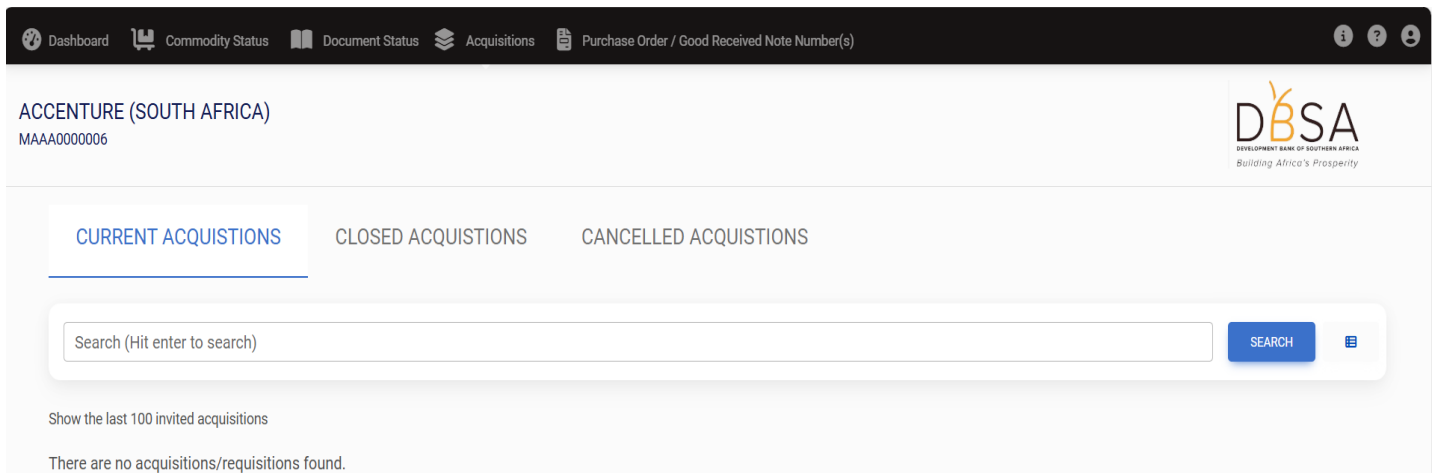
A red callout bubble with the text 'Update Communication Preferences' points to the 'Communication Preferences' section.

Section	Action Required
Dashboard	Overview of vendor profile including CSD Status, BEE Status, and communication preferences.
Commodity Status	Summary of registered commodities and accreditation.
Document Status	Overview of submitted vendor documents.
Acquisitions	View current and available acquisitions you're engaging with.

3. Finding an Acquisition

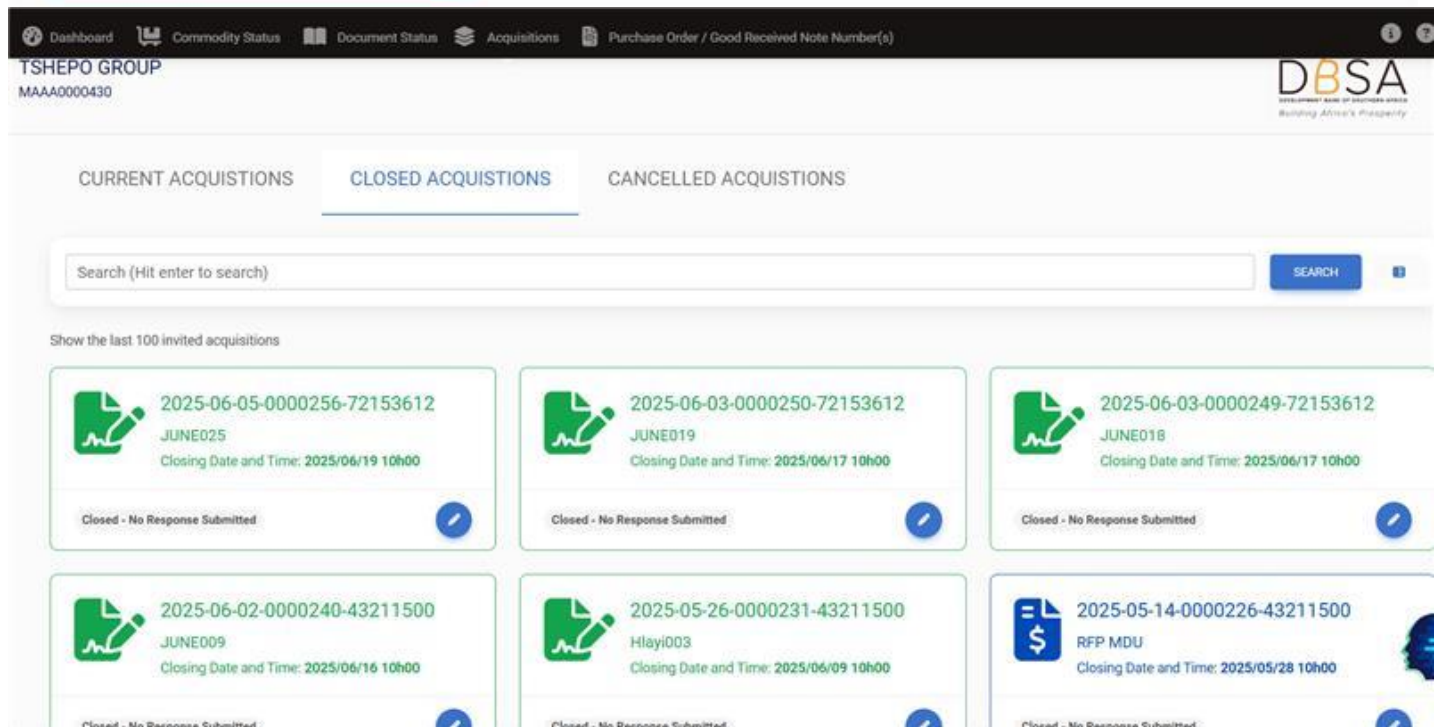
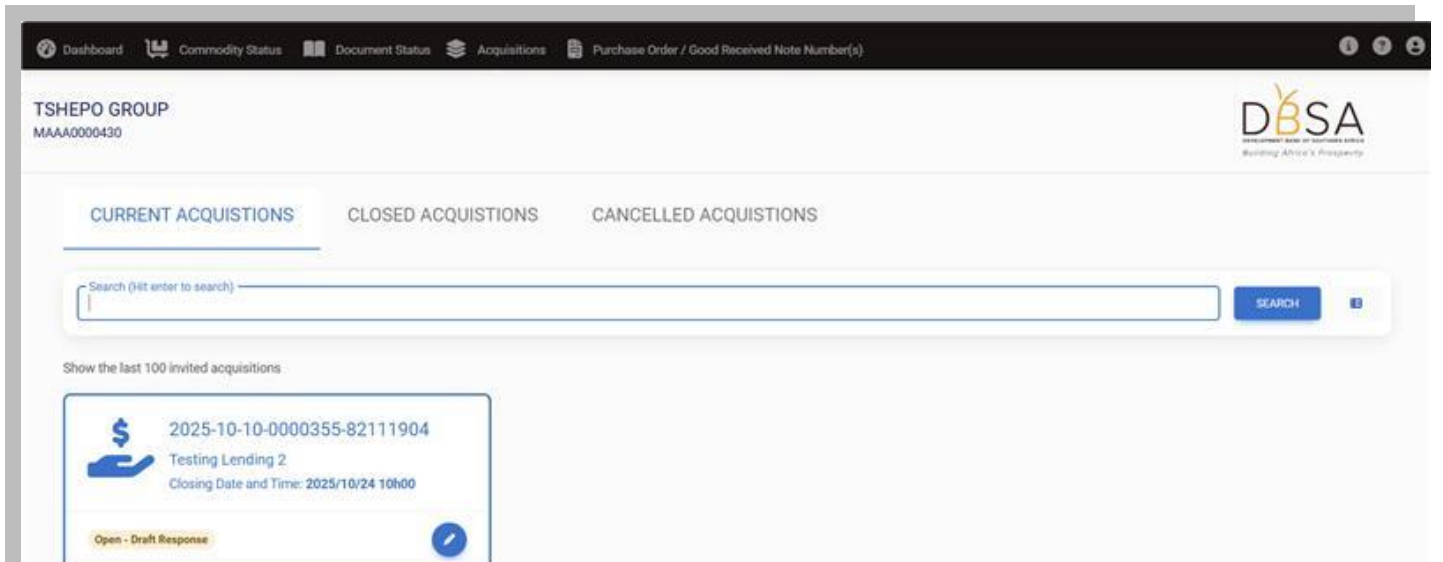


- 3.1. Click on the **ACQUISITIONS** icon in the main menu.
- 3.2. Select the acquisition type you're looking for
- 3.3. Use the search function to locate a specific acquisition for:



- **Invited Acquisitions** → Select **Current Acquisitions**.
- **Followed or Other Acquisitions** → Select **My Acquisitions** or **Current Acquisitions**.

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4. Understanding Acquisition Details

4.1. Depending on the acquisition, the following tabs may be available:

Tab	Purpose
Eligibility Criteria	Minimum requirements to qualify for evaluation.
Functionality Criteria	Technical and operational evaluation metrics.
Clarification Questions	Platform to raise or review clarification questions.

5. Available Acquisition Actions

5.1. Depending on the acquisition, the following actions may be available from the action bar:

The screenshot displays the DBSA SCM Portal interface. At the top, there is a navigation bar with links: Dashboard, Commodity Status, Document Status, Acquisitions, and Purchase Order / Good Received Note Number(s). The user is logged in as TSHEPO GROUP with ID MAAA000030. The DBSA logo is in the top right corner.

A red banner at the top of the main content area contains an important message: "Important: You have not yet submitted your electronic response. Please ensure you complete and submit your response before the closing date and time." Below this banner are two tabs: DASHBOARD (selected) and EVALUATION CRITERIA.

The main content area features four key metrics in colored boxes:

- Acquisition Number:** 2025-10-10-0000355-82111904
- Closing Date and Time:** 2025/10/24 10h00
- Briefing Session:** NONE
- Response Submitted:** DRAFT

Below these metrics, there are two main sections:

- Acquisition Details:** A section with a list of details:
 - Acquisition Number: 2025-10-10-0000355-82111904
 - Acquisition Title: Testing Lending 2
 - Brief Description of Acquisition: Testing Lending 2
 - Commodity Group 1: Subscriptions (Magazines, Manuscripts, Periodicals) (C10203)
- Specification and TOR:** A section showing a document titled "Procurement RFP001.2025.pdf". A red callout box with the text "Download Bid Document" points to a download icon next to the document.

Action	Description
Request Bid Document	Download official bid documents.
Register for Briefing Session	Sign up to attend an acquisition briefing.
Submit/Download Clarification Questions Validity Extension	Ask or download responses to clarification questions. Respond to a request to extend the validity of your submission.

6. Creating a Response

Step 1: Start Your Response

Dashboard | Commodity Status | Document Status | Acquisitions | Purchase Order / Good Received Note Number(s)

TSHEPO GROUP
MAAA000430

DBSA
Building Africa's Prosperity

Click her to submit

Important: You have not yet submitted your electronic response. Please ensure you complete and submit your response before the closing date and time.

DASHBOARD | **EVALUATION CRITERIA**

Price Points: 80 | Preference Points: 20 | **TOTAL POINTS: 100**

Preference Points Break Down

B-BBEE Status Level of Contributor	10
Black Female Shareholding	5
Promotion of Enterprises in a specific location	5

- Find the relevant acquisition.
- Click CREATE RESPONSE in the action bar.

TSHEPO GROUP
MAAA000430

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2025-10-10-0000355-82111904
Testing Lending 2

Important: You have not yet submitted your electronic response. Please ensure you complete and submit your response before the closing date and time.

DRAFT Response Captured

2025/10/10 10:06:59
2025/10/24 10:06:01 AM 10:00

BBBEE INFORMATION | DECLARATIONS | CSD STATUS | PREFERENCE POINTS | PRICING | DOCUMENTATION | REVIEW AND SUBMIT

Validated BEE Level Contributor: 0

The claimed BBBEE information will be used only after updates are validated against the uploaded scorecard by the contracting authority. At that point, the Validated BEE Level Contributor will match the claimed level.

Claimed BBBEE Information:
Type of Scorecard: No scorecard provided/invalid Scorecard

BBBEE VERIFICATION CERTIFICATE/AFFIDAVIT

BEE SCORECARD.pdf

After Uploading the BEE Scorecard will reveal the BEE Information to the Scorecard Provider

Date of Expiry: 2025/10/24

UPDATE/CHANGE BBBEE INFORMATION

CREATE RESPONSE

Note: You must click on Save or Save & Next to save information. Navigating away from this page will not save your information.

CANCEL | SAVE | SAVE & NEXT

- Review and accept the Terms and Conditions for electronic submission.

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Step 2: Complete the Required Sections

2025-10-10-0000355-82111904
Testing Lending 2

Important: You have not yet submitted your electronic response. Please ensure you complete and submit your response before the closing date and time.

DRAFT Response Captured 2025/10/10 10:08:19
2025/10/10 10:08:01 AM 10:08

BBEE INFORMATION **DECLARATIONS** **CSD STATUS** **PREFERENCE POINTS** **PRICING** **DOCUMENTATION** **REVIEW AND SUBMIT**

Important: Review your submission and ensure all required documents are uploaded before confirming submission by agreeing to the terms and conditions below.

ELECTRONIC SUBMISSION CONFIRMATION 2025/10/10 10:08:19
2025/10/10 10:08:01 AM 10:08

Document Overview

Document	Status	Date of Expiry	Viewing Control
DOCUMENTS AND SUBMITTED DOCUMENTS	Submitted		VIEWING CONTROL

BBEE Status Level of Contributor
BBEE Status Level of Contributor: 0

Black Female Shareholding
Black Female Shareholding: 0

Claimed BBEE Level: 0

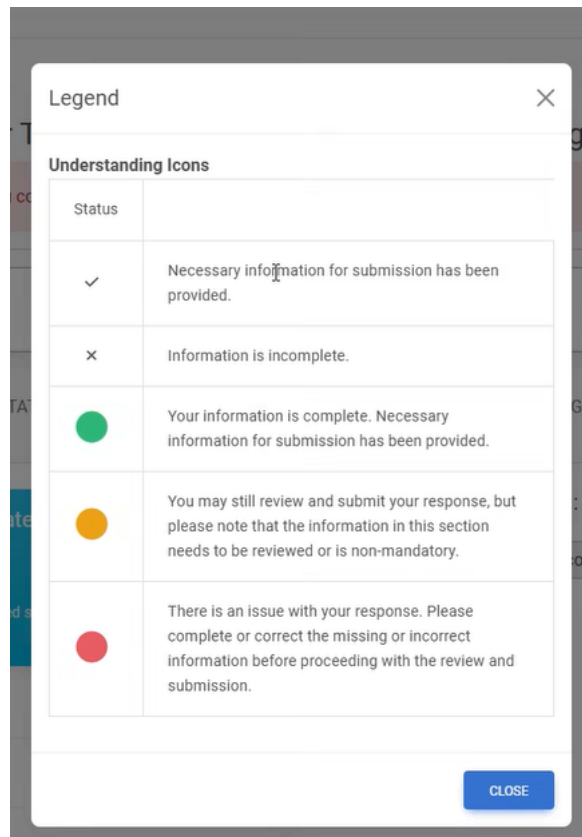
No Declarations

CSD Status: WARNING
Notice ID: 403
Requested by CSD on 2025/10/10 at 10:08 PM.
This was the last requested CSD information for this Supplier. See Requested Data above.
The latest CSD information will be pulled from the CSD whenever the contracting authority processes an acquisition.

Section	Action Required
BBBEE Information	Upload your BBBEE certificate and related documents.
Declaration	Capture any Declarations of Interest.
CSD Status	Review your CSD status as interpreted by the contracting authority.
Preference Points	Add any preference points not covered under BBBEE.
Pricing	Enter your commercial and pricing details.
Documentation	Upload all required supporting documents.

Step 3: Check the status before submission

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Step 4: Review and Submit

The screenshot shows the DBSA SCM Portal submission form. The form is titled "B-BBEE Status Level of Contributor" and includes sections for "Black Female Shareholding" and "Promotion of Enterprises in a specific location". The "Pricing" section is visible, showing a table with columns for "Type", "Standard amount (R)", and "Value". The table contains three rows: "Type", "Standard amount (R)", and "Value". The values are: "Type", "Standard amount (R)", and "Value".

Below the pricing section, there is a green box containing the following text:

Please read the following Terms and Conditions carefully before completing and submitting your response online.

- By providing, you agree to comply with these Terms and Conditions as well as those outlined in the relevant Request for Quote (RFQ), Request for Proposal (RFP), or RFQ documents.
- Please ensure that you have thoroughly reviewed all applicable Terms and Conditions in the RFQ, RFP or RFQ documents before submitting your response.
- Your submission will be processed in accordance with our data protection and privacy policies.
- Any confidential information submitted will be treated as specified in the RFQ/RFP/RFQ documents.
- Once you have completed and submitted your response, you will not be able to make any changes to your submission. Please ensure all information is correct before submitting.
- You agree to submit your tender through the designated online platform, ensuring all required fields and documents are provided in the specified format.
- It is your responsibility to ensure that your submission is successfully uploaded and submitted before the specified deadline.
- The contracting authority is not responsible for any technical issues or errors that may occur during the online submission process.
- You agree to indemnify and hold harmless the contracting authority against any losses, damages, or costs arising from your submission.
- By proceeding with your submission, you acknowledge that you have read, understood, and agree to be bound by these Terms and Conditions as well as those in the relevant RFQ, RFP or RFQ documents.

I have read and agree to the Terms and Conditions for Online Submission.

Are you sure you want to submit this response? You will not be able to make changes after submission.

Submit

- Once all information is completed, click **REVIEW**.
- When satisfied, click **AGREE** to submit your response.
Note: Once submitted, your response cannot be edited.

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Step 5: Final page

