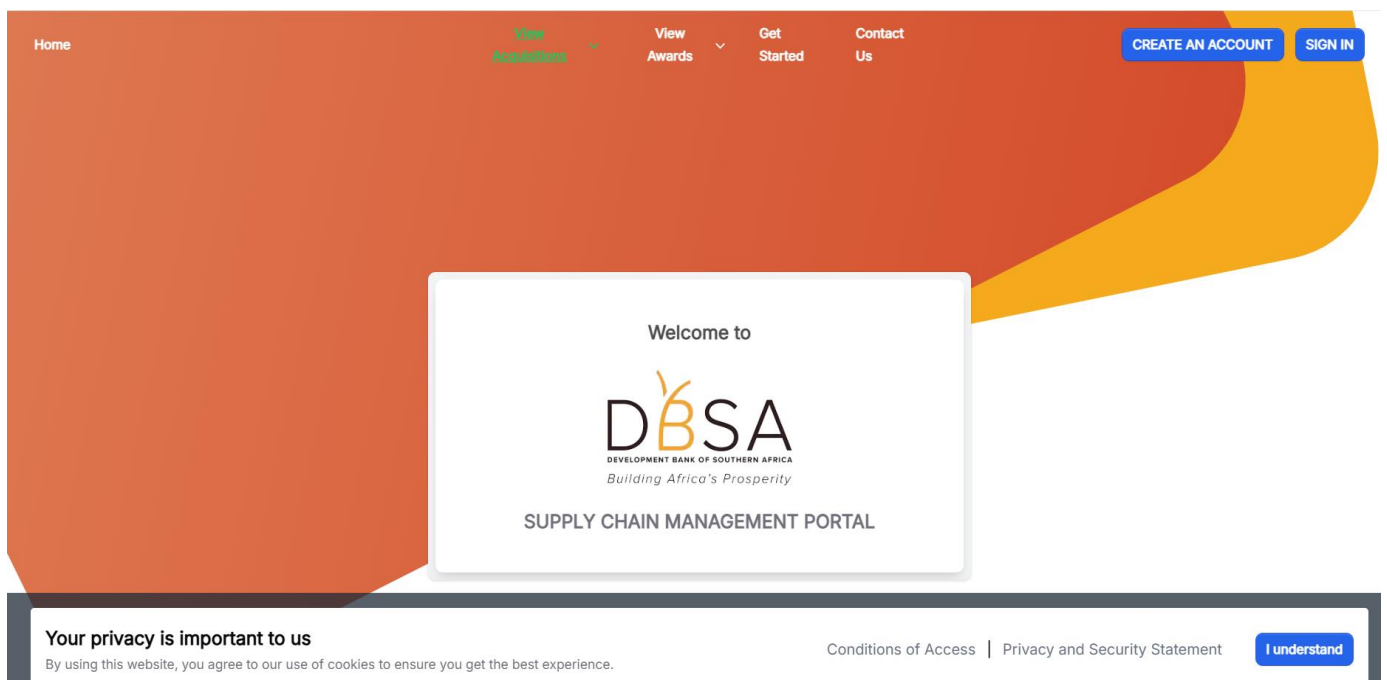


DBSA SCM Portal – How to Guide

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1.Landing page



DBSA SCM Portal – How to Guide

2. Creating an Account

1.1. Click CREATE AN ACCOUNT.

The screenshot shows the 'Create A New Account' page of the DBSA SCM Portal. The page has an orange header with navigation links: Home, View Acquisitions, View Awards, Get Started, and Contact Us. On the right side of the header are buttons for 'CREATE AN ACCOUNT' and 'SIGN IN'. The main content area is white and contains the DBSA logo (DEVELOPMENT BANK OF SOUTHERN AFRICA, Building Africa's Prosperity) and the text 'SUPPLY CHAIN MANAGEMENT PORTAL'. The form fields are: a text box for 'MAAA0000006', a text box for 'A022E00A-F962-4DE0-B20B-2BFD5CF165AE', a text box for 'MAAA0000006@dbsa.org', and a blue button labeled 'CREATE AN ACCOUNT'. Below the form, there is a footer with links for 'Home', 'Conditions of Access', 'Privacy and Security Statement', and 'Contact Us'. At the bottom, there is a privacy notice: 'Your privacy is important to us. By using this website, you agree to our use of cookies to ensure you get the best experience.' with a link to 'Conditions of Access' and a button labeled 'I understand'.

1.2. Enter the following:

1.2.1. Supplier Number (CSD MAAA Number)

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

1.2.2.1. Obtaining the CSD Unique Registration Reference Number

The screenshot shows the 'CENTRAL SUPPLIER DATABASE FOR GOVERNMENT' portal. The header features the National Treasury logo (Department: National Treasury, REPUBLIC OF SOUTH AFRICA) and the South African flag. Below the header is a navigation bar with links: Home, Search, Supplier Details, Links, Reports, Contact, Help, MyRFQ, and Account. The main content area is titled 'Supplier Details' and displays a table of supplier information. The table has columns for Supplier application reference nr, Supplier number, Unique registration reference nr, Legal name, Trading name, Identification type, Identification number, Edit, View, Registration Report, and Registration Summary Report. The first row shows a supplier with application reference nr N/A, supplier number MAAA0000006, unique registration reference nr E-4A-3-E-4-7, legal name ELECTRONIC SUPPLY CHAIN AND PROCUREMENT ENTERPRISE, trading name South African Company/Close Corporation, identification type Registration Number, and identification number 20-07. Below the table is a green button labeled '+ Add supplier'.

Supplier application reference nr	Supplier number	Unique registration reference nr	Legal name	Trading name	Identification type	Identification number	Edit	View	Registration Report	Registration Summary Report
N/A	MAAA0000006	E-4A-3-E-4-7	ELECTRONIC SUPPLY CHAIN AND PROCUREMENT ENTERPRISE	South African Company/Close Corporation	Registration Number	20-07				

- 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 address

1.3. Click CREATE AN ACCOUNT again.

DBSA SUPPLIERS

Sign in

Sign in to access DBSA Suppliers

MAAA0000006@dbsa.org

Next

DBSA SUPPLIERS

← maaa0000006@dbsa.org

Enter code

We just sent a code to maaa0000006@dbsa.org

Enter code

Sign in

1.4. Received the unique on mailbox

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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

1.5. Follow the prompts to complete your registration.

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

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

3.Portal Functionality Overview

Dashboard

ACCENTURE (SOUTH AFRICA)
MAAA0000006

DBSA
Building Africa's Prosperity

CSD Status Overview

Status: **OK**

Status ID: 21702

Requested by REQUISITIONER on 2018/07/04 8:58:17 AM

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

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.

Communication Preferences

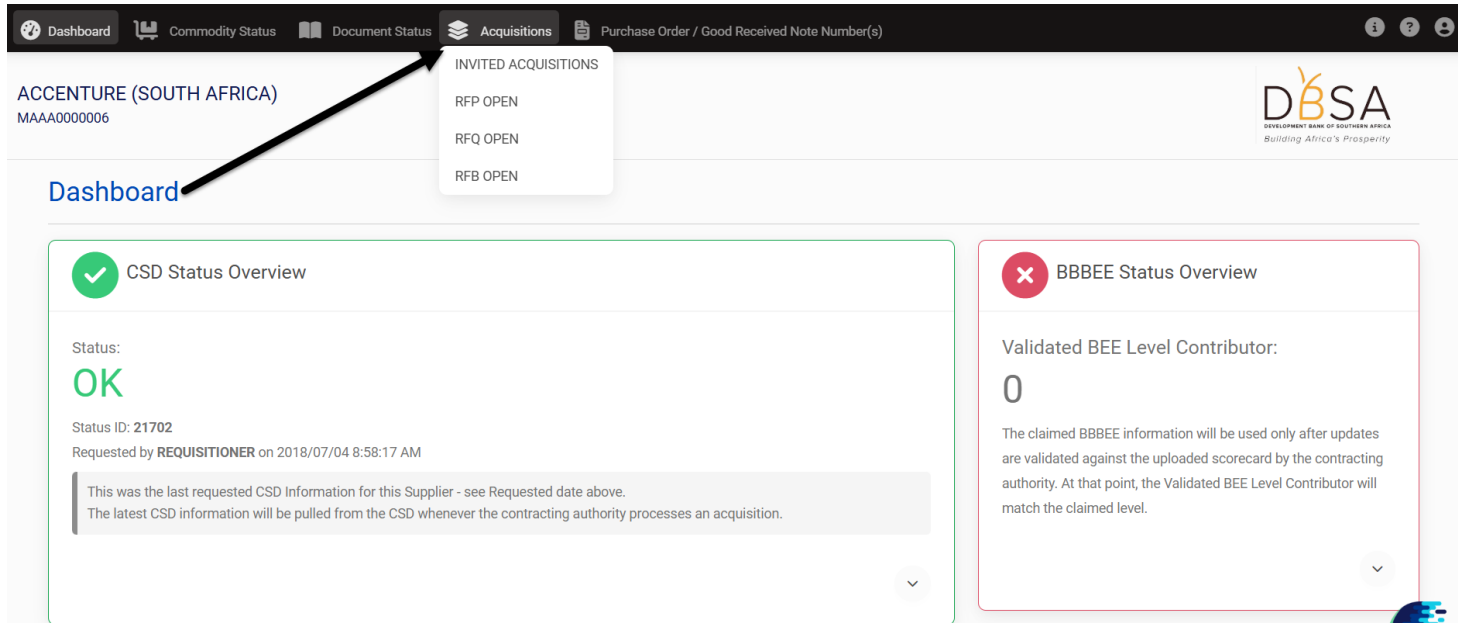
Draft Acquisitions

Section	Action Required
Dashboard	Overview of vendor profile including CSD Status, BEE Status, and communication preferences.
Commodity Status	Summary of registered commodities and accreditation.

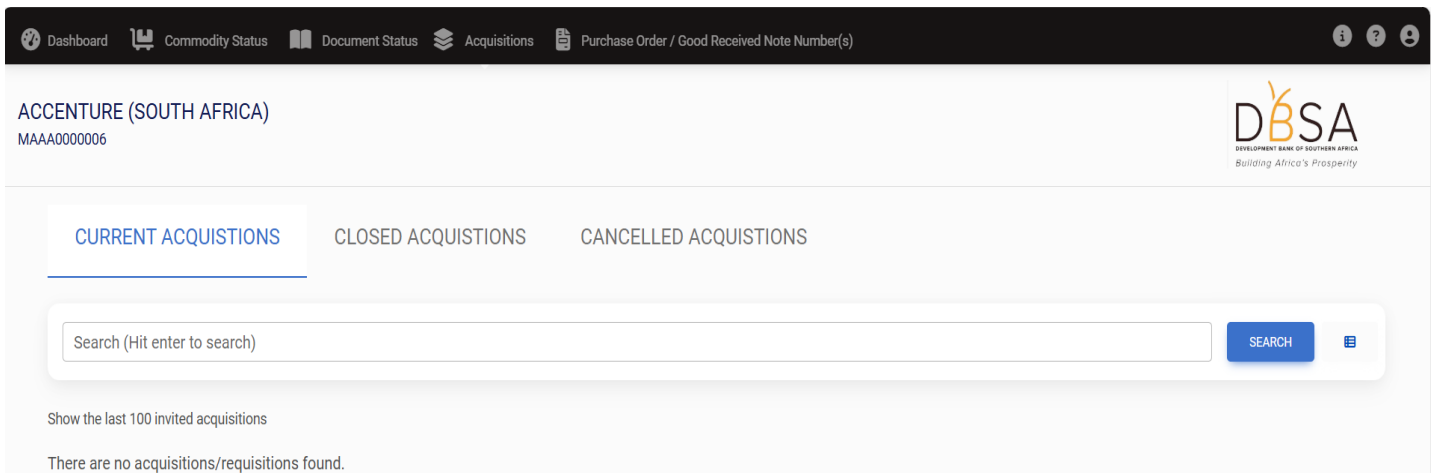
DBSA SCM Portal – How to Guide

Document Status	Overview of submitted vendor documents.
Acquisitions	View current and available acquisitions you're engaging with.

4. Finding an Acquisition



- 4.1. Click on the **ACQUISITIONS** icon in the main menu.
- 4.2. Select the acquisition type you're looking for
- 4.3. 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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Dashboard Commodity Status Document Status Acquisitions Purchase Order / Good Received Note Number(s)

TSHEPO GROUP
MAAA0000430

DBSA
Investment Bank of Southern Africa
Building Africa's Prosperity

CURRENT ACQUISITIONS CLOSED ACQUISITIONS CANCELLED ACQUISITIONS

Search (Hit enter to search) SEARCH

Show the last 100 invited acquisitions

2025-10-10-0000355-82111904
Testing Lending 2
Closing Date and Time: 2025/10/24 10h00
Open - Draft Response

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

TSHEPO GROUP
MAAA0000430

DBSA
Investment Bank of Southern Africa
Building Africa's Prosperity

CURRENT ACQUISITIONS CLOSED ACQUISITIONS CANCELLED ACQUISITIONS

Search (Hit enter to search) SEARCH

Show the last 100 invited acquisitions

2025-06-05-0000256-72153612
JUNE025
Closing Date and Time: 2025/06/19 10h00
Closed - No Response Submitted

2025-06-03-0000250-72153612
JUNE019
Closing Date and Time: 2025/06/17 10h00
Closed - No Response Submitted

2025-06-03-0000249-72153612
JUNE018
Closing Date and Time: 2025/06/17 10h00
Closed - No Response Submitted

2025-06-02-0000240-43211500
JUNE009
Closing Date and Time: 2025/06/16 10h00
Closed - No Response Submitted

2025-05-26-0000231-43211500
Hlayi003
Closing Date and Time: 2025/06/09 10h00
Closed - No Response Submitted

2025-05-14-0000226-43211500
RFP MDU
Closing Date and Time: 2025/05/28 10h00
Closed - No Response Submitted

5. Understanding Acquisition Details

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.

DBSA SCM Portal – How to Guide

6.Available Acquisition Actions

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

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

TSHEPO GROUP
MAAA0000430

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EDIT/REVIEW RESPONSE

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

Acquisition Number
2025-10-10-0000355-82111904

Closing Date and Time
2025/10/24 10h00

Briefing Session
NONE

Response Submitted
DRAFT

Acquisition 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)
172.16.26.86:83/supplierportal/s_commoditystatus.asp

Specification and TOR
Procurement RFP001.2025.pdf

Download Bid 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.

7.Creating a Response

Step 1: Start Your Response

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

TSHEPO GROUP
MAAA0000430

DBSA
Building Africa's Prosperity

Click her to submit

EDIT/REVIEW RESPONSE

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	▼

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

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

Step 2: Complete the Required Sections

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.

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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: Review and Submit

BBBEE Status Level of Contributor

Black Female Shareholding

Promotion of Enterprises in a specific location

Pricing

Total Tendered amount (incl. VAT): R10,000,000.00

Bid Price: R10,000,000.00

Bid Date: 2025/10/16 6:27:51 PM

Terms and Conditions:

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

- By proceeding, you agree to comply with these Terms and Conditions as well as those defined in the relevant Request for Quote (RFQ), Request for Proposal (RFP), or Bid documents.
- Please ensure that you have thoroughly reviewed all applicable Terms and Conditions in the RFQ, RFP or Bid 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/Bid 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 submitted 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 Bid documents.

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

Review

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

Step 4: Final page

Electronic Submission Receipt

Confirmation of Electronic Submission Receipt

Acquisition Number: 2025-10-10-0000355-82111904

Submission Receipt Number: 1019 - 2025/10/16 6:27:51

Supplier: TSHEPO GROUP (MAAA0000430)

Claimed BBBEE Level: 0

Closing Date and Time: 2025/10/24 10:06:01 AM 10:00

No Declarations

CSD Status: WARNING

Submitted Documents

Document	Status	Date of Expiry	Viewing Options
QUOTATION, BBD AND SUBSTANTIATING DOCUMENTS	Received		Amended - RENCOR.pdf

Response Submitted YES

Bids 18:21:01

You have successfully submitted your response electronically.