

Instructions for Quoting on the Supplier Self Service System

1. You will need to be registered on the Central Supplier database – (you will receive an MAAA number) - <https://secure.csd.gov.za/>

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

**CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT**

Home Links ▾ Contact ▾ Help ▾ Register Log in

Welcome to the Central Supplier Database for the South African government.

Supplier Self-Registration Process

Stage 1

- Access the CSD site on www.csd.gov.za
- Register a new CSD account
- Receive an activation email and click activate account
- Activate account by requesting and entering the OTP
- Log in on the CSD

Stage 2

- Complete tax information
- Complete bank account information
- Complete address information
- Complete contact information
- Complete supplier identification information
- Complete accreditation information (if applicable)
- Complete associations information (if relevant)
- Complete companies information
- Maintain users
- Complete notifications information
- Complete accreditations (if relevant)
- Additional functionality
- View reports
- View supplier overview information
- Organise of state access verified CSD supplier information
- A CSD supplier number and unique registration reference nr is auto-generated and communicated
- Click on Submit
- Complete B-BBEE information

GOVERNMENT ORDER SCAM

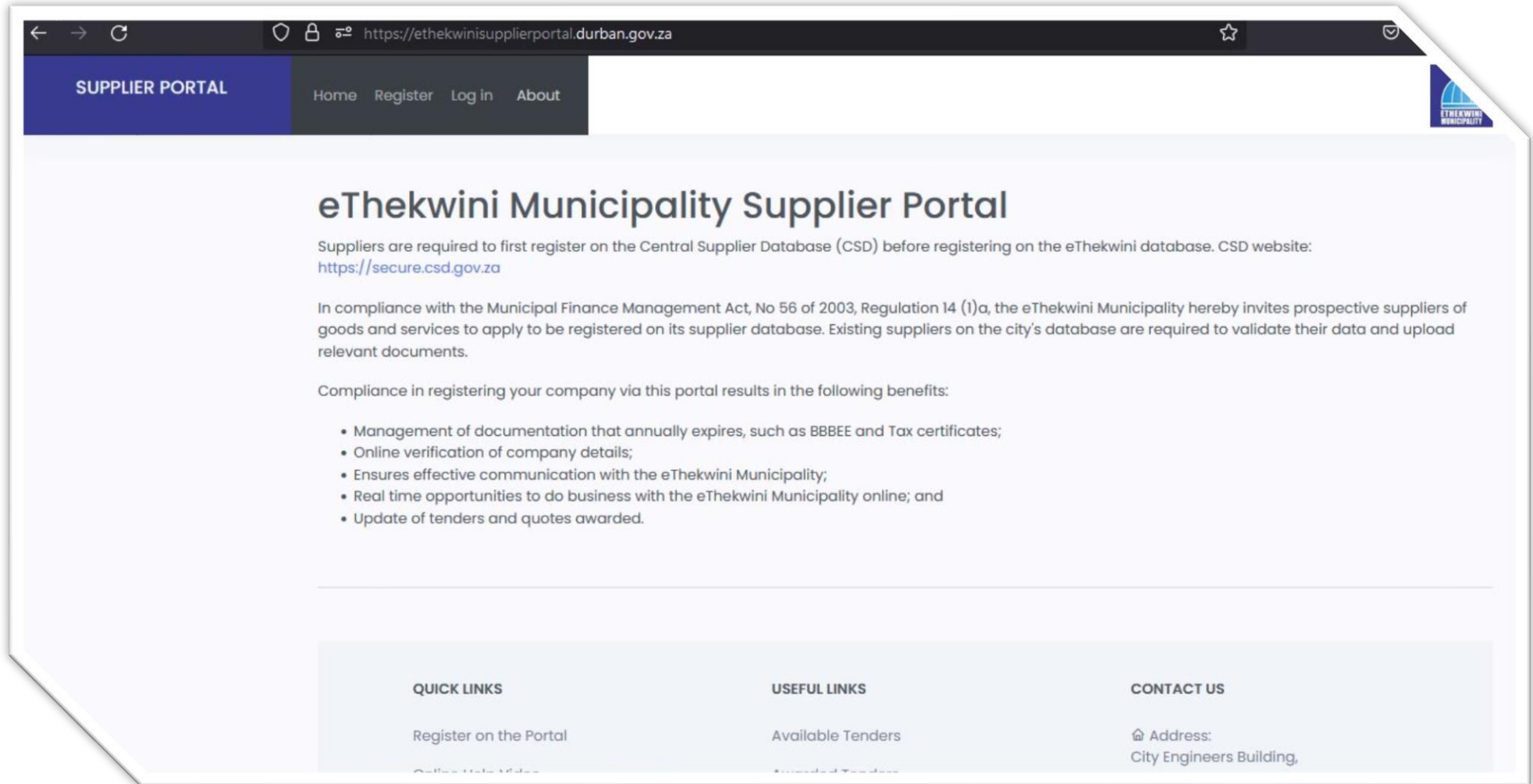
WARNING! Government Order Scam

NATIONAL TOLL FREE HOTLINE: 0800 701 701

WARENESS

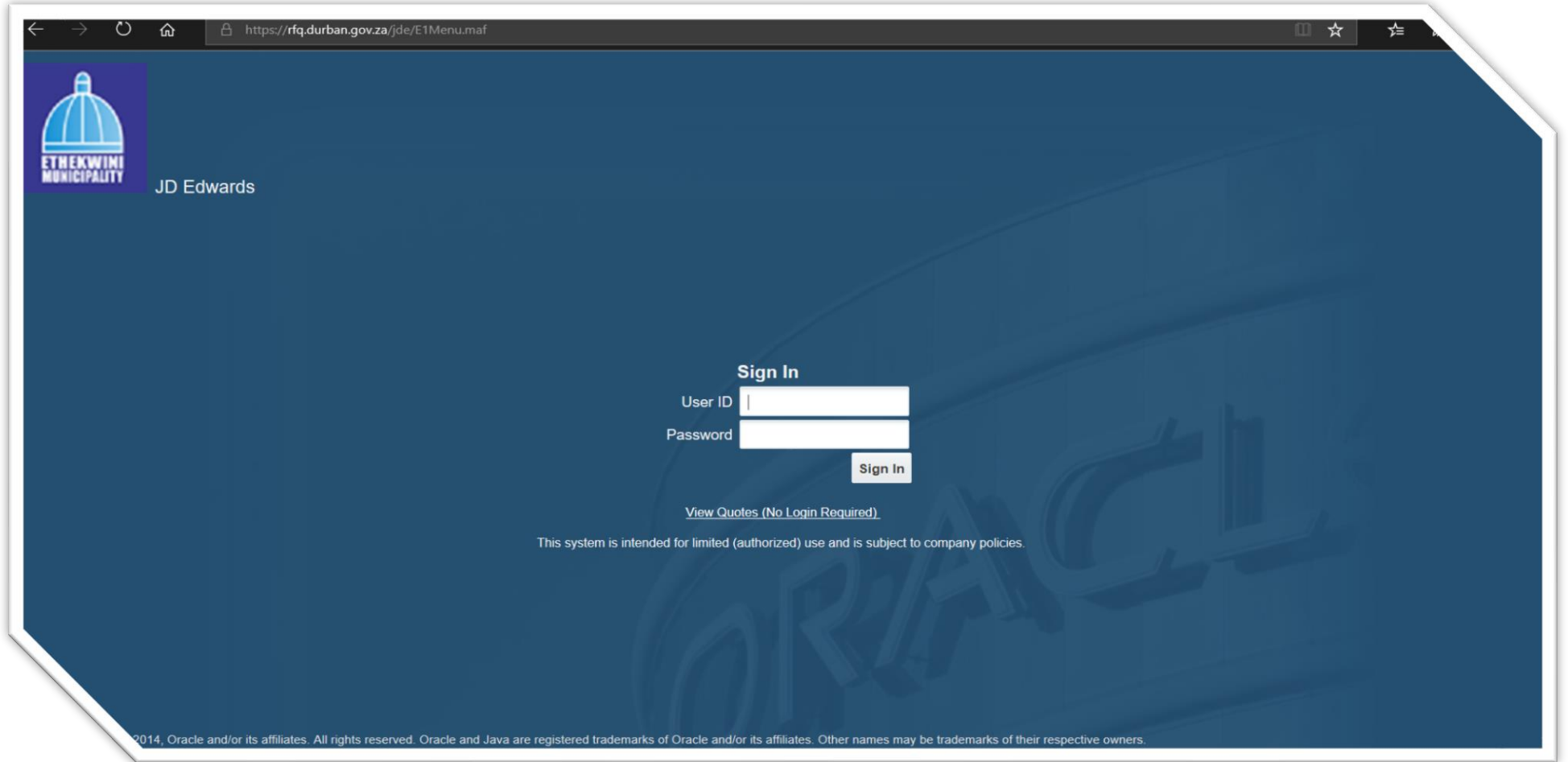
www.csd.gov.za/Home/FraudAwareness

2. You will further need to be registered on the eThekwini Supplier portal – <https://ethekwiniupplierportal.durban.gov.za/>



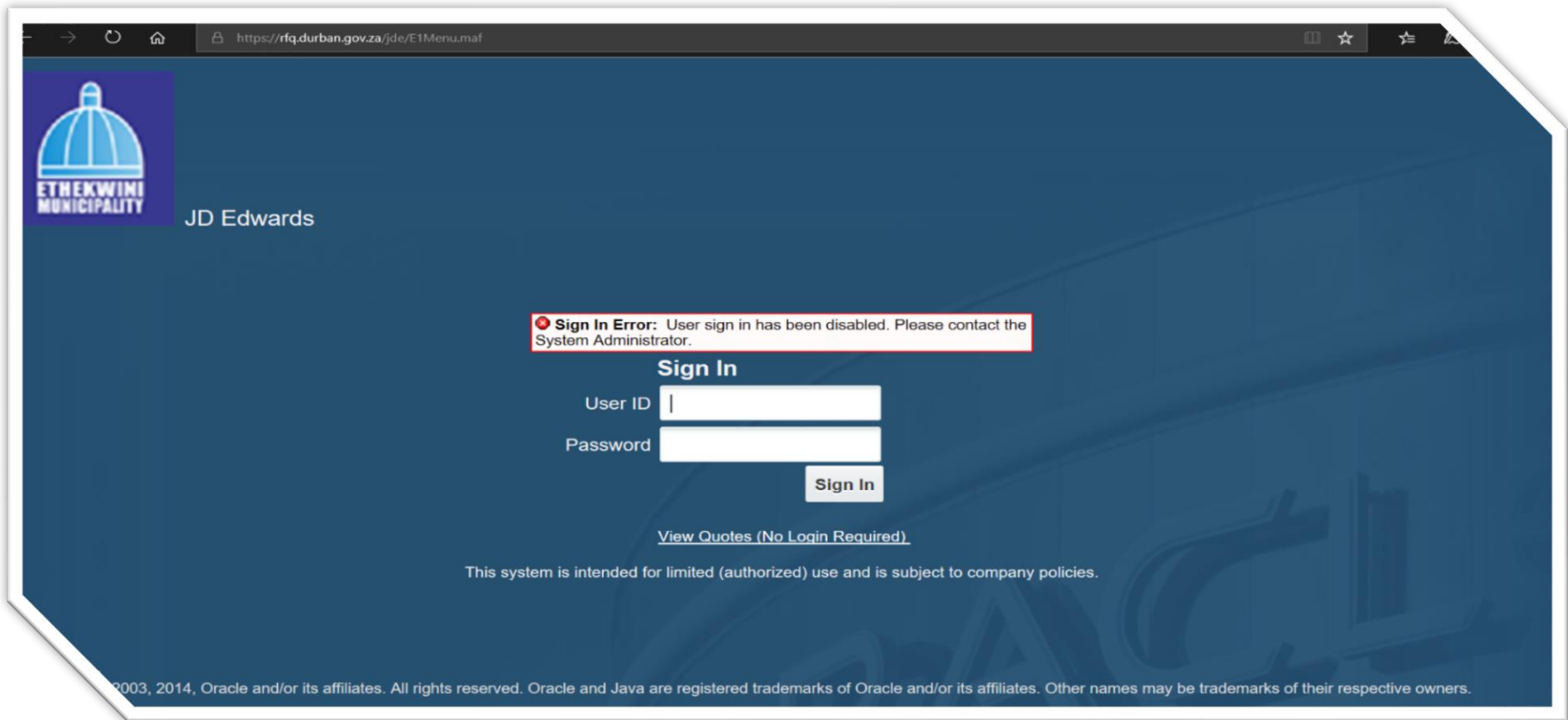
3. You can only Quote using your supplier number or user ID this will be issued by The Administration and Business Systems Department.

<https://rfq.durban.gov.za/jde/E1Menu.maf>



4. Example of user ID – 305 111 11

5. What this screen means:



The incorrect password has been entered, more than 3 times and the system has ***BLOCKED YOU. Temporarily*** – (to reset the password please email supplier.selfservice@durban.gov.za) **the password will always be reset to the original user ID e.g., 30511111.**

Some of the reasons why you have been blocked include:

- **The internet browser has remembered the old password when you have updated the password**
- **Due to YOUR security, it is COMPULSORY that you change your password monthly. *30 days from reset* (this is an audit requirement for the system)**
- **The system has blocked you due to not updating the password monthly. – (inactivity)**
- **Please ensure that you log in daily to see prompts to change your password.**

How to submit / Send through quotations

- **(All quotations must be submitted online, via the system)**
- **This is the home screen once logged on:**

6. Selecting the quote

JD Edwards DUMMY VENDOR - PURC...

View Requests For Quotation - RFQ - View Current RFQ's Query: All Records

Tools

***** Public Notice *****

CLICK ON THIS BUTTON TO SELECT ON THE QUOTATION

Filter by Group Filter by Division Defaults

Group

Sub Group

Session ID

Supplier Ref 99999999 DUMMY VENDOR - PURCHASING

Contact Name

Email

Phone

Line Items Group Items All Items

Records 1 - 30 > Customize Grid SSS 3rd Item

	RFQ No	RFQ Type	RFQ Line	Item Reference	Item Description	Item Description 2	3rd Item Number	Quantity Required
<input checked="" type="radio"/>	75302	QM	1.000	110658	Asphalt SA - S14		110658	10000.000
<input type="radio"/>	83972	OQ	1.000	NS	disconnect,supply,install	aviation lights	NS	2.000
<input type="radio"/>	108958	QM	1.000	NS	wood chips 30 cubic metres	Service or Non-Stock Item	NS	1.000
<input type="radio"/>	109383	QR	1.000	8330293	RIM NEW 22.5X8.25 STUD SPIGOT		225RIM825SS	30.000
<input type="radio"/>	109620	QM	1.000	39141000	CD AND DVD STAND	ROTATING TOWER	39141000-2	1.000
<input type="radio"/>	109632	QM	1.000	108815	BAR STOOLS FOR UMLAZI AA	HIGH BACK LEATHER VISITORS	108815	2.000

View Requests For Quotation - RFQ - View Current RFQ's

Query: All Records



This is your select / okay button. click to select and also to submit quote.

***** Public Notice *****

Filter by Group Filter by Division Defaults

Group

Sub Group

Session ID Details

Supplier Ref DUMMY VENDOR - PURCHASING

Contact Name

Email

Phone

Line Items Group Items All Items

Show My Quotes

Records 1 - 30

Customize Grid

SSS 3rd Item

Row:1	RFQ No	RFQ Type	RFQ Line	Item Reference	Item Description	Item Description 2	3rd Item Number	Quantity Required
<input checked="" type="radio"/>	75302	QM	1.000	110658	Asphalt SA - S14		110658	10000.000
<input type="radio"/>	83972	OQ	1.000	NS	disconnect,supply,install	aviation lights	NS	2.000
<input type="radio"/>	108958	QM	1.000	NS	wood chips 30 cubic metres	Service or Non-Stock Item	NS	1.000
	109383	QR	1.000	8330293	RIM NEW 22.5X8.25 STUD SPIGOT		225RIM825SS	30.000
	109620	QM	1.000	39141000	CD AND DVD STAND	ROTATING TOWER	39141000-2	1.000
	109632	QM	1.000	108815	BAR STOOLS FOR UMLAZI AA	HIGH BACK LEATHER VISITORS	108815	2.000

7. Viewing RFQ and completing pricing.

JD Edwards DUMMY VENDOR - PURCHAS

View Requests For Quotation - RFQ - RFQ Cart

Tools

Order Ref
00342 QM 75302

Supplier Reference Details
PR999999! 99999999 DUMMY VENDOR - PURCHASING

Tax Details
Tax Registration No []
Tax Cert Expiry Date []

Supplier Master Details
Total Points Allocation []
BEE Cert Expiry Date []
Hold Orders Code []
No Days to Expiry []

Records 1 - 1 Customize Grid

Original or Equivalent *	Item Number	Item Description	3rd Item Number	Item Description 2	Quantity Required	UM	Unit Price *	Amount Excl VAT
	110658	Asphalt SA - S14			10000.000		1.00	10000.00

RFQ Information

Clarification Meeting
 Clarification Meeting Mandatory
Date Time [] []
Address Line 1 []
Address Line 2 []

RFQ Dates
Date Expiry [] 17:00
Date Publish [] Quote valid until []

Documents Required
 Documents Required
Comments []

Please make sure that this information is updated. All updates are done via Eprocurement@durban.gov.za. or Via the Vendor Portal system.

- 7.1 completing pricing
 - all the following will need to be completed
 - **PRESS FUNCTION + F2 (LAPTOP) TO GET TO ORIGINAL / EQUIVALENT**
 - **PRESS F2 (DESKTOP) TO GET TO ORIGINAL / EQUIVALENT**

JD Edwards

DUMMY VENDOR - PURCHASING

View Requests For Quotation - RFQ - RFQ Cart

Tools

Order Ref

00342 QM 75302

Supplier Reference Details

PR999999 99999999 DUMMY VENDOR - PURCHASING

Tax Details

Tax Registration No

Tax Cert Expiry Date

Supplier Master Details

Total Points Allocation

Hold Orders Code

BEE Cert Expiry Date

No Days to Expiry

Records 1 - 1

Original or Equivalent	Item Number	Item Description	3rd Item Number	Item Description 2	Quantity Required	UM	Unit Price	Amount Excl VAT
	10658	Asphalt SA - S14			10000.000		1.00	10000.00

RFQ Information

Clarification Meeting

Clarification Meeting Mandatory

Date Time

Address Line 1

Address Line 2

RFQ Dates

Date Expiry 17:00

Date Publish Quote valid until

Documents Required

Documents Required

Comments

Click on the magnifying glass and select from the list of user defined codes.
 An original - will be a brand name
 An equivalent - is not a brand name
 For example Sunlight and not sunlight

Enter the final price, this can be edited until the closing date and time.

- selecting from the user defined code – (original / equivalent)

JD Edwards

DUMMY VENDOR - PURCHASING

View Requests For Quotation - RFQ - F

Select User Define Code

Tools

Order Ref

00342 QM 75302

Tax Details

Tax Registration No

Tax Cert Expiry Date

Records 1 - 1

Original or Equivalent	Item Number
<input checked="" type="radio"/>	110658

RFQ Information

Clarification Meeting

Clarification Meeting Mandatory

Date Time

Address Line 1

Address Line 2

Product Code 55 Reserved for Clients

User Defined Codes S1 SSS Supplier Item Description

Description

Description 2

Records 1 - 3

Code	Description	Description 2
<input checked="" type="radio"/>	SELECT..	Select Value
<input type="radio"/>	EQUIVALENT	Substituted item replacement Attachment of item picture req
<input type="radio"/>	ORIGINAL	Original item as specified

Quantity Required UM Unit Price Amount Excl VAT

10000.000 1.00 10000.00

These are the only two options to choose from. Then select Okay or select again.

- Adding a delivery address:

View Requests For Quotation - RFQ - RFQ Cart

Order Ref
 00342 QM 75302

Supplier Reference Details
 PR999999 99999999 DUMMY VENDOR - PURCHASING

Tax Details
 Tax Registration No
 Tax Cert Expiry Date

Supplier Master Details
 Total Points Allocation
 BEE Cert Expiry Date
 Hold Orders Code
 No Days to Expiry

3rd Item Number	Item Description 2	Quantity Required	UM	Unit Price *	Amount Excl VAT	Delivery Date	Line Comment	Tax Charged	Amount Incl VAT
		10000.000		1.00	10000.00	2018/05/31		1500.00	11500.00

RFQ Information

Clarification Meeting
 Clarification Meeting Mandatory
 Date Time
 Address Line 1
 Address Line 2

RFQ Dates
 Date Expiry 17:00
 Date Publish Quote valid until

Documents Required
 Documents Required
 Comments

Calendar: May 2019. Selected date: 20.

- Contact details of the buyers and line departments.

The screenshot shows a web application interface for 'JD Edwards' with the title 'New Requests For Quotation - RFQ - RFQ Cart'. The browser address bar shows 'https://rfq.durban.gov.za/jde/E1Menu.maf?jdeowpBackButtonProtect=PROTECTED'. The page contains several sections:

- Clarification Meeting:** Includes a checkbox for 'Clarification Meeting Mandatory', 'Date Time', 'Address Line 1' (For More Info. Contact), 'Address Line 2' (Reena - 031 3115020), 'City', 'Postal Code', and 'Additional Info'.
- RFQ Dates:** Includes 'Date Expiry' (2019/05/21 17:00), 'Date Publish' (2019/05/14), and 'Quote valid until' (2019/05/25).
- Documents Required:** Includes a checkbox for 'Documents Required' and a 'Comments' field.
- Specification Required:** Includes a checkbox for 'Specifications Required' and a 'Comments' field.
- Buyers Information:** This section is highlighted with a red box. It contains:
 - Buyer Number: 12154723
 - Name: Ndimande Sibongiseni
 - Phone: 031 311-9291
 - Email: NdimandeS@elec.durban.gov.za
- Respondants Contact Details:** Includes fields for 'Contact...', 'Phon...', and 'Email *'.
- Delivery Address:** Includes fields for '75 ASTRAL DRIVE', 'DURBAN', 'CHATSWORTH', and '4092'.

A red arrow points from the 'Buyers Information' section to the following text:

Shows buyers information, contact numbers for the line /end user department.

The bottom of the screenshot shows a Windows taskbar with various application icons and a system tray showing the time as 13:01 on 2019/05/20.

8. Respondents' details

The screenshot shows a web browser window with the URL <https://rfq.durban.gov.za/jde/E1Menu.maf?jdeowpBackButtonProtect=PROTECTED>. The page title is "View Requests For Quotation - RFQ - RFQ Cart". The user is logged in as "JD Edwards" and is acting as a "DUMMY VENDOR - PURCHASING".

The form contains the following sections:

- Tools:** Includes fields for "Postal Code" and "Additional Info".
- Specification Required:** Includes a checkbox for "Specifications Required" and a "Comments" field.
- Buyers Information:** Includes fields for "Buyer Number" (12154723), "Buyer Name" (Ndimande Sibongiseni), "Phone" (031 311-9291), and "Email" (NdimandeS@elec.durban.gov.za).
- Respondants Contact Details:** This section is highlighted with a red box. It includes fields for "Contact Name" (Zandile Gumede), "Phone" (031 311111), and "Email" (Zandile.gumede@durban.gov.za).
- Delivery Address:** Includes fields for "Address" (75 ASTRAL DRIVE), "City" (DURBAN), "Suburb" (CHATSWORTH), and "Postcode" (4092).

At the bottom of the form, there are "Submit" and "Close Form" buttons.

Fill in the Name, contact number and email address. The buyer will contact you if successful.

All completed quoted will appear under "MY Quotes"

View Requests For Quotation - RFQ - View Current RFQ's

Query: All Records

Line Items
 Group Items
 All Items

Records 1 - 30

RFQ No	RFQ Type	RFQ Line	Item Reference	Item Description	Item Description 2	3rd Item Number	Quantity Required
109632	QM	1.000	108815	AR STOOLS FOR UMLAZI AA	HIGH BACK LEATHER VISITORS	108815	2.000
109675	QM	1.000	NS	Vertiblind Plain Royal Blue	127 mm blade- spec attached	NS	1.000
110124	QM	1.000	110363	FORESCOUT EYESIGHT AND EYECONT	LICENSE FOR 100 ENDPOINTS(FS-L	110363	1.000
110124	QM	2.000	110363	FORESCOUT 5120 HW APPLIANCE	(FS-HW-5120)	110363	1.000
110124	QM	3.000	110363	ACTICR ADVNCD 3 YR FRSCCT EYESG	& EYECNT FR 100PNT(FS-AC-ASGT-	110363	1.000
110124	QM	4.000	110363	ACTIVE ADVNCD 3 YR FRSCCT 5120HW	APPLIANCE(FS-AC-A-HW-5120-3)	110363	1.000
110392	QM	1.000	50760000	ONE SIZE 10 SPECIAL SAFETY	BOOTS AS PER ATTACHED MEDICAL	50760000-0	1.000
110481	QM	1.000	NS	Cheque with Remittance	as per Nedbank requirements	NS	14000.000

RFQ Information

Meeting Details
 Clarification Meeting Required

RFQ Expiration
 This Quote expires on : 2019/05/21 Time 170000
 Quote valid until 2019/05/25
 The following documents are required

VIEWING AND UPLOADING AND ATTACHMENT

Once you have clicked on the paper clip the document will appear and is available to be downloaded and filled in if need be or for more information.

View Requests For Quotation - RFQ - View Current RFQ's Query: All Records

Tools

***** Public Notice *****

Filter by Group Filter by Division Defaults

Group *
Sub Group *

Session ID Details

Supplier Ref 99999999 DUMMY VENDOR - PURCHASING
Contact Name
Email
Phone

Line Items Group Items All Items

Records 101 - 148 of 148 Customize Grid SSS 3rd Item

RFQ No	RFQ Type	RFQ Line	Item Reference	Item Description	Item Description 2	3rd Item Number	Quantity Required	Contract Request Number
<input type="radio"/> <input type="image"/>	213251 QK	1.000	1141907	REMOVAL OF SAND, SILT & DEBRI	FROM BLUFF GOLF COURSE	1141907	1.000	
<input type="radio"/> <input type="image"/>	213255 QK	1.000	50323000	Senior network engineering	support rate per hour 160hrs	50323000-5	1.000	
<input type="radio"/> <input type="image"/>	213256 QK	1.000	50323000	ISP Billing & Wayleaves	Processing	50323000-5	1.000	
<input type="radio"/> <input type="image"/>	213260 QK	1.000	30191000	Calibrating and Validation	ure.	30191000-4	2.000	
<input type="radio"/> <input type="image"/>	213261 QK	1.000	90513500	Disposal of 25L Formaldeh	liquids.	90513500-1	16.000	
<input type="radio"/> <input type="image"/>	213261 QK	2.000	90513500	Disposal of 25L Ethanol	liquids.	90513500-1	11.000	
<input type="radio"/> <input type="image"/>	213261 QK	3.000	90513500	Disposal of 5kg Vermiculite	liquids.	90513500-1	1.000	
<input type="radio"/> <input type="image"/>	213314 QM	1.000	35113400	Chambray Magnum S/S with	.	35113400-3	4.000	

Information

RFQ Expiration

CLICK ON THE PAPER CLIP NEXT TO RFQ NUMBER TO DISPLAY THE ATTACHMENT

UPLOADING AND ATTACHMENT ON SSS SYSTEM

JD Edwards DUMMY VENDOR - PURCHASING

View Requests For Quotation - RFQ - RFQ Cart ? X

Tools

Order Ref
00202 QK 213256

Tax Details
Tax Registration No
Tax Cert Expiry Date

Supplier Reference Details
PR9999999 99999999 DUMMY VENDOR - PURCHASING

Supplier Master Details
Total Points Allocation
BEE Cert Expiry Date
Hold Orders Code
No Days to Expiry

CLICK ON THE BLUE ICON ON THE FAR RIGHT

F

Original or Equivalent *	Item Number	Item Description	3rd Item Number	Item Description 2	Quantity Required	UM	Unit Price *	Amount Excl VAT	Delivery Date	Line Comment
<input checked="" type="radio"/>	50323000	ISP Billing & Wayleaves	50323000-5	Processing	1.000	EA			2023/02/22	

Records 1 - 1

RFQ Information

Clarification Meeting

Clarification Meeting Mandatory

Date Time: 2023/02/24 11H30AM

Address Line 1: 4TH FLOOR BOARDROOM

Address Line 2: RENNIES BUILDING

City:

Postal Code:

Additional Info:

RFQ Dates

Date Expiry: 2023/03/09 17:00

Date Publish: 2023/03/02 Quote valid until: 2023/03/31

Documents Required

Documents Required

Comments:

Specification Required

Specifications Required

Comments:

SELECTING THE FILE TO UPLOAD

View Requests For Quotation - RFQ - RFQ Cart

Tools

Order Ref

00227 QG 237711

Supplier Reference Details

PR9999999 99999999 DUMMY VENDOR - PURCHASING

Tax Details

Tax Registration No

Overall Tax Status

Supplier Master Details

Total Points Allocation

BEE Cert Expiry Date

Hold Orders Code

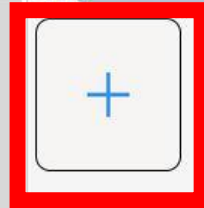
No Days to Expiry

Records 1 - 7

	Original or Equivalent *	Item Number	Item Description	3rd Item Number	Item Description 2	Quantity Required
<input type="radio"/>	..SELECT..	34333000	OIL FILTER	34333000-0		1.00
<input type="radio"/>	..SELECT..	34333000	FUEL FILTER	34333000-0		2.00
<input type="radio"/>	..SELECT..	34333000	WATER TRAP DONALDSON	34333000-0		1.00
<input type="radio"/>	..SELECT..	34333000	SUMP PLUG WASHER	34333000-0		1.00
<input type="radio"/>	..SELECT..	34333000	OUTER AIR FILTER	34333000-0		1.00
<input type="radio"/>	..SELECT..	34333000	WIPER BLADES	34333000-0		2.00
<input checked="" type="radio"/>	..SELECT..	34333000	15W40 ENGINE OIL 5LT	34333000-0	VIN:1HHFGA2PKXXX10827	30.00

Attachment Manager

Enter Search Text



CLICK ON THE FILE OPTION TO SELECT THE FILE/ DOCUMENT YOU WISH TO UPLOAD TO THE SYSTEM.

RFQ Information

Clarification Meeting

Clarification Meeting Mandatory

Date Time

RFQ Dates

Date Expiry 2023/08/31 17:00

Date Publish 2023/08/29 Quote valid until 2023/09/22

TO SELECT THE DOCUMENT THAT YOU WISH TO UPLOAD

ORACLE JD Edwards DUMMY VENDOR - PURCHASING

View Requests For Quotation - RFQ - RFQ Cart

Order Ref

00227 QG 237711

Tax Details

Tax Registration No
Overall Tax Status

Supplier Reference Details

PR9999999 99999999

Supplier Master Details

Total Points Allocation
BEE Cert Expiry Date

Records 1 - 7

	Original or Equivalent	Item Number	Item Description	3rd Item Number	Item Description 2	Quantity Required
<input type="radio"/>	..SELECT..	34333000	OIL FILTER	34333000-0		1.00
<input type="radio"/>	..SELECT..	34333000	FUEL FILTER	34333000-0		2.00
<input type="radio"/>	..SELECT..	34333000	WATER TRAP DONALDSON	34333000-0		1.00
<input type="radio"/>	..SELECT..	34333000	SUMP PLUG WASHER	34333000-0		1.00
<input type="radio"/>	..SELECT..	34333000	OUTER AIR FILTER	34333000-0		1.00
<input type="radio"/>	..SELECT..	34333000	WIPER BLADES	34333000-0		2.00
<input checked="" type="radio"/>	..SELECT..	34333000	15W40 ENGINE OIL 5LT	34333000-0	VIN: 1HHFGA2PKXXX10827	30.00

RFQ Information

Clarification Meeting

Clarification Meeting Mandatory

Date Time

RFQ Dates

Date Expiry 2023/08/31 17:00

Date Publish 2023/08/29 Quote valid until 2023/09/22

Attachments X

Select Attachment Type to Add:

-  File/URL Attachment
-  Text Attachment

Attachment Manager

Enter Search Text

+

Types of Rfq's

QK – SERVICE ORDERS

QM- NON-STOCK ORDERS

QR- STOCK ORDERS

For more information email

supplier.selfservice@durban.gov.za

