The Central Supplier Database (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 while enabling electronic procurement processes.

From 1 September 2015 prospective suppliers will be able to self-register on the CSD website www.csd.gov.za. Suppliers can capture and update their information on the CSD at any time, in preparation for the utilisation of supplier data through procurement and financial systems used by all organs of state from 1 April 2016. The period from 1 September 2015 to 31 March 2016, will be referred to as the Interim Period.

Once information has been verified with external data sources, a unique supplier number and security code will be allocated and communicated to the supplier. Suppliers will be required to keep their data updated regularly and should confirm at least once a year that their data is still current and updated. Automatic re-verification of relevant supplier data against SARS, CIPC etc. will be done regularly (daily, weekly, monthly, etc.) as required.

Apart from registering and capturing supplier information on the CSD, suppliers currently on any database of organs of state need to maintain their records through the current supplier systems for the period 1 September 2015 to 31 March 2016.

During the interim period, suppliers must provide their CSD supplier number and unique security code as well as any other relevant documentation (not yet electronically verified by the CSD) to the organs of state. Organs of state will use the CSD supplier number and unique security code to view/print the verified supplier information from the CSD in order to maintain their current supplier databases.

A valid email address, identity number, cell phone number and bank account details are mandatory in order to register on the CSD. Apart from the above, it is foreseen that B-BBEE information will be included in the CSD.
CSD Registration Process

Access the CSD site on www.csd.gov.za

Register a new CSD account

Receive an activation email and OTP

Activate account and enter OTP

Log in on the CSD

Complete tax information

Complete bank account information

Complete address information

Complete contact information

Complete supplier identification information

Complete ownership information (if non-CIPC company)

Complete associations (if relevant)

Complete commodities information

Complete B-BBEE information (future phase)

Maintain users

Additional functionality

View reports

View supplier overview information

Organs of state access verified CSD supplier information

Click on Submit

A CSD supplier number and unique security code is auto-generated and communicated

Auto verification of supplier information with SARS, CIPC etc

Interim Registration Process

1 September 2015

Supplier self-registration

Supplier self-registers on the CSD

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Interim Process

- Interim process until organs of state access the supplier information on the CSD
- Replacement of paper-based registration form

Supplier provides his CSD Supplier Number and Unique Security Code as well as any other relevant documentation (not yet electronically verified by the CSD) to the department(s) or organs of state.

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1 April 2016

Organs of state access the supplier information on the CSD

Department(s) or organs of state use the supplier number and unique security code to view/ print the verified supplier information from the CSD

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Interim Benefits/ Reduced administrative burden

- Supplier only captures registration information once (quality measures applied to ensure complete, accurate and up-to-date information) accessible by all spheres of government
- In-process electronic verification (i.e. tax, business registration and bank account check-digit and branch information) and in-process member/ director detail obtainment - no paper copies required = reduced fraud