



SOUTH AFRICAN TOURISM

# E-Procurement

Supplier User Manual

# Introduction

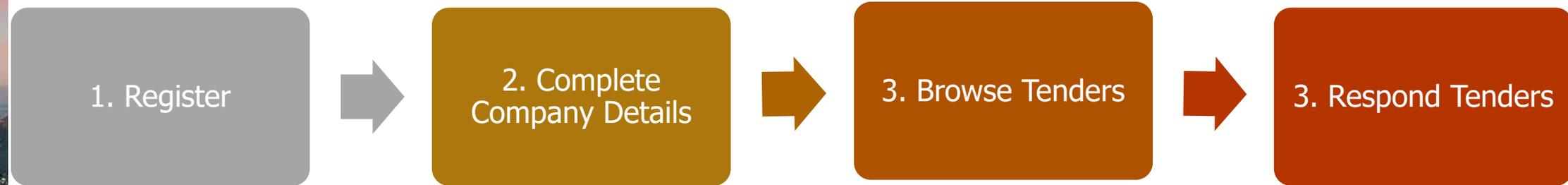
- The e-Procurement Portal (hereinafter the "Portal") is the official portal for the South African Tourism, which ensures open, transparent, and competitive environment for any person participating in the procurement procedures. The portal enables you to register as suppliers on the system and to RSVP to tender briefings and to submit the tenders on the portal.
- **The Portal's URL (<https://e-procurement.southafrica.net> ) lands to a login page.**
- The system is compatible to Google Chrome, Microsoft Edge, Fire Fox and Safari

## **B. Rules**

- i. You cannot browse tenders if you haven't registered your company or you company details are not complete
- ii. Registration OTPs will always be sent to the registered email  
You cannot respond to a tender when the tender is closed
- iv. You cannot register an email twice or one company twice
- v. You can re-submit a tender
- vi. To register your company, it is mandatory to fill in the fields marked with asterisk
- vii. Mandatory fields for registration are Company Name, Registration Type, CSD Number and company e-mail.



# Workflow



# Getting Started

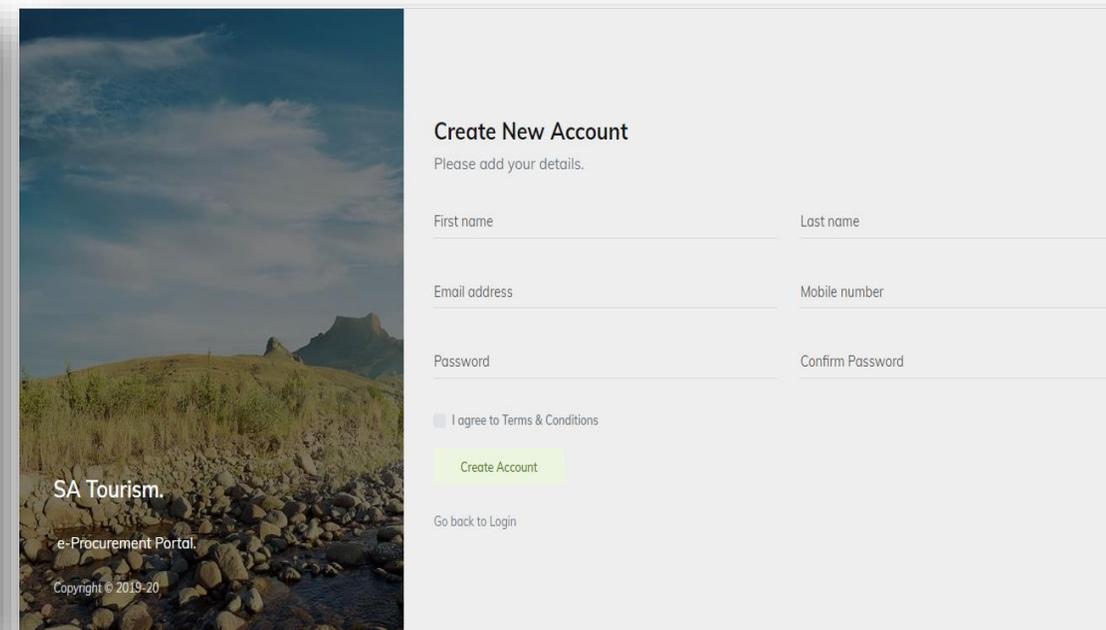
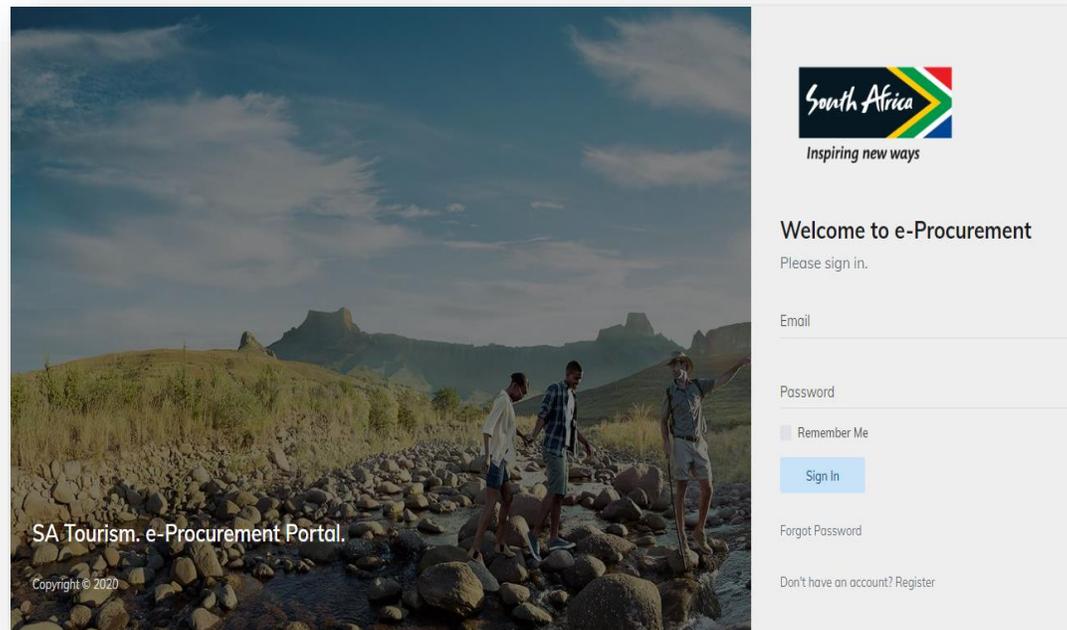
## 1. Registration and Login

### a) Login Page Details

- Login with Username and Password
- Remember me checkbox
- If you do not have an account, you will be required to click on register, to register a user.

### b) Registering

- You will register your profile on this link
- <https://e-procurement.southafrica.net>
- All fields on Registration are mandatory.



# Getting Started

## c) **Activating Account**

- Once the supplier has registered an account, supplier will receive an activation email. After Verifying the email, the supplier can now login to complete their company profile.

***\*NB: Please check your inbox for the activation email, should it not be there, please check your junk or spam as well.***

## d) **Password Recovery**

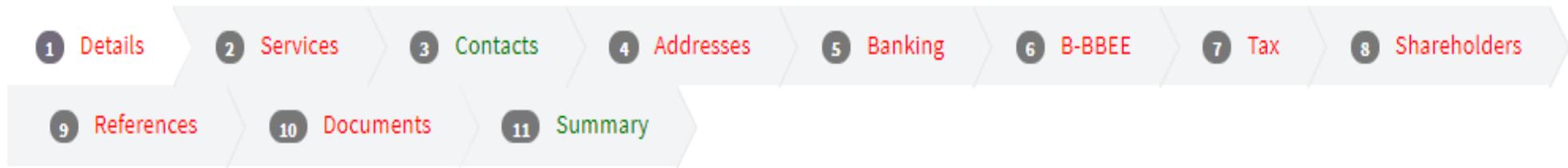
- If you want to recover your password, you will have to access the log-in page and click on “Forgot Password”.
- By clicking the forget password it will take you to another page, to enter the email address and the new password will be sent to your email.
- After Adding the reset password, you will be required to add capture new password.



# Company Registration

***NB: You must first register your company before browsing tenders. Below are the sections that must be completed. Mandatory fields for registration are Company Name, Registration Type, CSD Number and company e-mail.***

## 2.1. Registration Sections



- Completed sections are written in green and incomplete sections will be written in red.

## • 2.2. Buttons

a. ADD NEW Buttons - which adds a new item of that specific field	
b. Save and Continue Button – the button is for saving the current details and go to the next page	
c. Go Back Button – the button is to go to the previous page	

# Company Registration

## Step 1 - Company Details Tab

***Mandatory fields are marked with \* and listed below***

- Name of company \*
- Company registration type \*
- Registration number \*
- CSD number \*
- Company email address \*

**After Completion please click Save and Continue**

## Step 2 - Services Tab

You are required to add your services. Click on the add button to add the service. You can add multiple services

Click Add new Service and there'll be a pop up to type a service and click save.

## Step 3 - Contacts Tab

- You are required to add the company's contact person. You can add multiples contact people and specify the contact type. The contact types are Primary and Secondary Contact.
- Click Add New Contact button and a pop up will come up. Please note that all fields are mandatory.

# Company Registration

## Step 4 – Address Tab

- You're required to add your company address. You can add multiples addresses and specify the address type. The address types are Headquarters, Branch and Postal Address.
- Click Add New Address button and a pop up will come up. Please note that all fields are mandatory.

## Step 5 – Bank Details Tab

You're required to add your bank details, but the banking details are not mandatory.

## Step 6 – B-BBEE Tab

- You are required to add the B-BBEE details. Only B-BBEE status and B-BBEE turnover level are mandatory.

# Company Registration

## Step 7 – Tax Tab

- You're required to add the Tax Details. Only tax compliance status and income tax number are mandatory.

## Step 8 – Shareholders Tab

- You're required to add company's shareholders. Multiple shareholders can be added.
- Click Add New Shareholder button and a pop up will come up. Please note that all text fields are mandatory.

## Step 9 - Reference Tab

- You're required to add company's previous references. Multiple references can be added.
- Click Add New Reference button and a pop up will come up. Please note that all fields are mandatory.



# Company Registration

## Step 10 – Documents Tab

- You are required to upload company documents, B-BBEE and Tax Clearance documents requires the supplier to capture the expiry date.

- The summary tab summarizes the entire uploaded information.
- Completed sections will be marked with a ticked
- Incomplete section will be marked with a cross
- Supplier is required to click Save and Finish Button
- If the Profile is complete, the supplier will be redirected to Dashboard
- If the company details are incomplete, the supplier will be redirected to the Company details page to complete the missing items



# Dashboard Page

The screenshot shows an e-Procurement dashboard interface. At the top, a red navigation bar contains the 'e-Procurement' logo, a hamburger menu icon, the text 'TEST ENVIRONMENT', a notification bell icon, and the user name 'Larry Kgatle'. Below the navigation bar, the main content area is divided into several sections. On the left, a dark sidebar contains the 'South Africa' logo and the tagline 'Inspiring new ways', followed by a 'MAIN NAVIGATION' menu with items: Dashboard, Announcements, Tenders, My Submissions, and Update Profile. The main content area features a 'Dashboard' header with a 'Statistical overview' link. Below this, there are three primary sections: 'Announcements', 'Upcoming Appointments', and 'Submissions'. The 'Announcements' section lists two items: 'testing' (SAT/000036/RFI, 11/06/2020 11:08 AM) and 'jhggjhb' (SAT/000035/RFPP, 09/06/2020 01:20 PM), each with a 'Read more' link. The 'Upcoming Appointments' section shows 'No appointments'. The 'Submissions' section lists four items: 'SAT/000001/RFPP' (Appointed), 'SAT/000002/RFPP' (In Progress), 'SAT/000003/RFPP' (In Progress), and 'SAT/000004/RFQ' (Stage 2). A disclaimer is visible at the bottom of the announcements section. Four callout boxes are overlaid on the image: 'Navigation Menu' points to the sidebar; 'Announcement Area' points to the first announcement; 'List of submitted Tenders' points to the 'Submissions' section; and 'Upcoming Appointments' points to the 'Upcoming Appointments' section.

Navigation Menu

Announcement Area

List of submitted Tenders

Upcoming Appointments

e-Procurement

TEST ENVIRONMENT

Larry Kgatle

South Africa

Inspiring new ways

MAIN NAVIGATION

- Dashboard
- Announcements
- Tenders
- My Submissions
- Update Profile

Dashboard Statistical overview

Announcements

testing

SAT/000036/RFI

11 /06/2020 11:08 AM

OFKSVSODKVSODVKS

Read more

jhggjhb

SAT/000035/RFPP

09 /06/2020 01:20 PM

DISCLAIMER: The contents of this email and any attachments are confidential. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please r...

Read more

Upcoming Appointments

No appointments

Submissions

SAT/000001/RFPP

Request for information - Integrated exhibit...

Appointed

SAT/000002/RFPP

Appointment of a service provider for the s...

In Progress

SAT/000003/RFPP

Appointment of a service provider for the l...

In Progress

SAT/000004/RFQ

ESD Portal Decvelopment

Stage 2

# Current Tenders' Page

The screenshot shows a web interface for browsing current tenders. At the top, there's a breadcrumb trail: Dashboard > Browse Current Tenders. Below this, there's a search bar and a 'Show 10 entries' dropdown. The main content is a table with the following columns: Reference, Title, Closing Date, and Briefing. The first row shows a tender with reference 'SAT/000030/RFQ', title 'Testing Briefing RSVP', closing date '26 Jun 2020 16:50', and briefing date 'Compulsory 10 Jun 2020 16:50'. The second row shows a tender with reference 'SAT/000035/RFQ', title 'REQUEST FOR PROPOSAL/S FROM SERVICE PROVIDER/S FOR DESIGN, HOSTING, MAINTENANCE AND SUPPORT OF AN INTEGRATED DIGITAL COMMUNICATION SOLUTION', closing date '24 Jun 2020 23:30', and briefing date 'Compulsory 08 Jun 2020 23:30'. Both tenders are marked as 'Active'. At the bottom, there's a pagination control showing 'Showing 1 to 2 of 2 entries' and buttons for 'Previous', '1', and 'Next'.

Reference	Title	Closing Date	Briefing
SAT/000030/RFQ Active	Testing Briefing RSVP Published on 05 Jun 2020 17:00 • Contract duration: 49 months	26 Jun 2020 16:50	Compulsory 10 Jun 2020 16:50
SAT/000035/RFQ Active	REQUEST FOR PROPOSAL/S FROM SERVICE PROVIDER/S FOR DESIGN, HOSTING, MAINTENANCE AND SUPPORT OF AN INTEGRATED DIGITAL COMMUNICATION SOLUTION Published on 07 Jun 2020 23:30 • Contract duration: 60 months	24 Jun 2020 23:30	Compulsory 08 Jun 2020 23:30

Click on the Tender Reference to view tender details

# Tender Details Page

Tender  
Details Page

Tender  
Documents  
Page

Tender Q &  
A Page

#SAT/000030/RFQ [View RFQ details](#) Dashboard > #SAT/000030/RFQ

[Details](#) [Documents](#) [Q & A](#)

**TESTING BRIEFING RSVP**

<b>Reference:</b>	SAT/000030/RFQ	<b>Closing date:</b>	26 Jun 2020 16:50
<b>Published on:</b>	05 Jun 2020 12:00	<b>Contract duration:</b>	49 months

**Enquiries:**  
Phequa Kgatle  
Email: larrykgatle@gmail.com  
Contact number: 732472362373

**Description:**  
jdsjvnsdjvad skvskvmskc sksvmksdvmsd xcksm

**Briefing:**  
A briefing session will be Compulsory, and held on:  
Date 10 Jun 2020  
Time: 16:50  
Location: SAT tourism

[Respond](#)

Tender  
Respond  
Button

# Tender Details Page

- Tender Details page entails the tender details, documents section and Q & A section. Bidders can click on respond button to respond to a tender. The respond button will take the you to a bidding form.

## **Tender Response**

- Once the you click the respond button, the you will need to capture the required information and upload the necessary documents.
- When submitting the bid, the you will be required to enter an OTP, which will be sent to you via email.

## **Tender Resubmit**

- Tender Details page entails the tender details, documents section and Q & A section. Bidders can click on resubmit button to resubmit a tender.
- Once the you click the resubmit button, then you will need to update the required information and upload the necessary documents that you'd like to update.
- When submitting the bid, the you will be required to enter an OTP, which will be sent to you via email.



# Archived Tenders' Page

The screenshot shows the 'Browse Archived Tenders' page. At the top, there are four callout boxes with arrows pointing to specific elements in the table:

- Tender Reference:** Points to the 'Reference' column header and the first row's reference 'SAT/000001/RFP'.
- Tender Status:** Points to the 'Closed' status indicator in the first row.
- Closing Date:** Points to the 'Closing Date' column header and the date '10 May 2020 21:30' in the first row.
- Tender Briefing Date:** Points to the 'Briefing' column header and the date '10 May 2020 21:50' in the first row.

The table below contains the following data:

Reference	Title	Closing Date	Briefing
SAT/000001/RFP Closed	Request for information - Integrated exhibition & event solution Published on 10 May 2020 22:18 • Contract duration: 6 months	10 May 2020 21:30	Compulsory 10 May 2020 21:50
SAT/000002/RFP Closed	Appointment of a service provider for the supply, installation, support and maintenance of IP CCTV Surveillance System - SAT Tender 175/19 Published on 10 May 2020 22:00 • Contract duration: 60 months	10 May 2020 22:21	Optional 10 May 2020 21:45
SAT/000003/RFP Closed	Appointment of a service provider for the Implementation of Automated Business Process Management Solution - SAT Tender 149/20 Published on 10 May 2020 22:10 • Contract duration: months	10 May 2020 22:30	Optional 10 May 2020 22:00
SAT/000004/RFQ Closed	ESD Portal Decvelopment Published on 10 May 2020 22:20 • Contract duration: 50 months	10 May 2020 22:30	Compulsory 10 May 2020 22:00

Click on the Tender Reference to view tender details

# My Submission Page



## My Submissions [View all my proposal submissions](#)

[Dashboard](#) > [My Submissions](#)

Reference	Started Date	Submitted Date	Closing Date	% Completion	Status	
SAT/000005/RFP	14 May 2020 11:53	14 May 2020 11:54	15 May 2020 12:00	<div style="width: 100%;"></div> 100%	Submitted	Action ▾
SAT/000008/RFP	14 May 2020 11:54	14 May 2020 11:58	12 Jun 2020 00:00	<div style="width: 100%;"></div> 100%	Stage 1	Action ▾
SAT/000030/RFQ	07 Jun 2020 13:38	07 Jun 2020 13:38	26 Jun 2020 16:50	<div style="width: 100%;"></div> 100%	Adjudication	Action ▾
SAT/000035/RFP	07 Jun 2020 23:33	07 Jun 2020 23:34	24 Jun 2020 23:30	<div style="width: 100%;"></div> 100%	Appointed	Action ▾
SAT/000036/RFI	08 Jun 2020 08:26	08 Jun 2020 08:27	13 Jun 2020 08:10	<div style="width: 100%;"></div> 100%	Appointed	Action ▾
SAT/000037/RFP	08 Jun 2020 16:25	08 Jun 2020 16:26	12 Jun 2020 12:40	<div style="width: 100%;"></div> 100%	Submitted	Action ▾



## Learn More

### More questions about Accessibility?

If you encounter any difficulties please send an email to [Helpdesk@southafrica.net](mailto:Helpdesk@southafrica.net) and we will contact you soon after.