SupplyFlow

Doing Supply Management Better

Supplier Portal – How to

Create an Account

1. Click on the CREATE AN ACCOUNT button.
2. Enter your CSD Supplier Number, Unique Registration Reference Number (obtained from CSD account) and an email address, then click on CREATE AN ACCOUNT button.
3. You will be redirected to register your account with the email address.
4. Agree to the Terms and Conditions and pay attention to the guided tutorial.

1 Create a Response

1. Find the relevant acquisition and click on the CREATE RESPONSE in the action bar.
2. Review and accept the terms and conditions for submitting an electronic response.

2 Complete the details

Acquisition Sections

BBBEE INFORMATION
- Submit and upload your BBBEE scorecard and information.

DECLARATION
- Capture any Declarations of Interest

CSD STATUS
- Review the CSD Status as interpreted by the contracting authority

PREFERENCE POINTS
- Capture details for any preference points not within the BBBEE scorecard

PRICING
- Capture the commercial/pricing information for the response.

DOCUMENTATION
- Upload the necessary document required for the acquisition.

3 Review and Submit

1. When your are ready, review and submit your response.
2. Click on AGREE. Note that the response cannot be changed once submitted.

LEGEND FOR ACQUISITION SECTIONS

Any icons that impact on any actions will have a status indicator: -

✓ Necessary information for submission has been provided.

✗ Information is incomplete.

- Green - Your information is complete. You’re now ready to review and submit your response.
- Orange -You may still review and submit your response, but please note that the information in this section needs to be reviewed or is non-mandatory.
- Red - There is an issue with your response. Please complete or correct the missing or incorrect information before proceeding with the review and submission.

Portal Functionality

- Dashboard
  - Provides an overview of the vendor including CSD Status, BEE Status, Communication Preference
- Commodity Status
  - Provides a summary of commodities registered with accreditation
- Documents Status
  - Provides a summary of vendor documents
- Acquisitions
  - Acquisitions that the supplier is engaging with or that is available

Finding an Acquisition

1. Click on the ACQUISITIONS icon from the main banner.
2. Select the type of acquisition you are looking for.
3. Seach for the acquisition you are looking for
   1. For Invited Acquisitions, select the Current Acquisitions
   2. For Other Acquisitions, select My Acquisitions for acquisitions you have already followed or select Current Acquisitions

Acquisition Details

The following tabs are available depending on the acquisitions details and the type of acquisition: -

- Dashboard: Provides a summary of the acquisition.
- Evaluation Criteria: Criteria used to assess and rank bids for procurement decisions.
- Eligibility Criteria: Mandatory requirements suppliers must meet to qualify for bid evaluation.
- Functionality Criteria: Measures used to assess how well a solution or service meets technical and operational needs.
- Clarification Questions: Inquiries made by bidders to resolve ambiguities or obtain additional information.

Acquisition Actions

The following actions are available depending on the acquisitions details and the type of acquisition from the action bar: -

- Request Bid Document: Supplier accesses and downloads the official bid documentation.
- Register for Briefing Session: Supplier signs up to attend a briefing session.
- Submit/Download Clarification Question: Supplier asks questions to clarify any uncertainties in the bid documents or retrieves the compiled responses to all submitted clarification questions.
- Validity Extension: Supplier accepts or declines a request to extend the validity period of their bid submission.