

## UPDATED GUIDE: HOW TO GET A SUPPLIER NUMBER ON THE CSD WEBSITE

This guide was developed by the Department of Social Development (DSD) to assist ECD services to receive a supplier number via the CSD website. A CSDR number is needed by ECD services who currently do NOT receive any subsidy from DSD (ie. are unfunded) as part of their ECD Employment Stimulus Relief Fund (ECD-ESRF) application. The CSD website is managed by National Treasury.

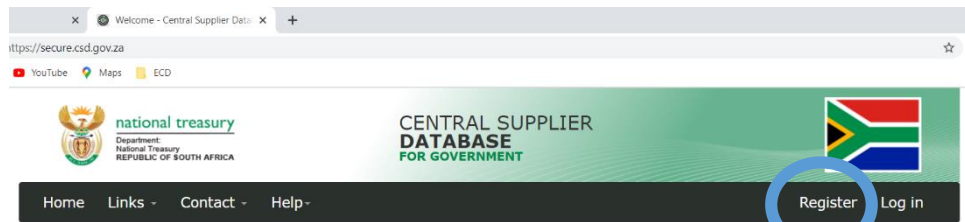


PRESIDENTIAL  
EMPLOYMENT  
STIMULUS



To start the CSD registration please use this link

<https://secure.csd.gov.za/Account/Register>



FIRST YOU  
NEED TO  
REGISTER AN  
ACCOUNT

### Register user

Click here to get more info on this section

☒ South African Supplier  
☐ Foreign Supplier

Email: happyECD@gmail.com

Name (s): Amanda

Surname: Mashapa

Cellphone Number: 078 916 7845

Identification type: South African Identification Number

South African identification number: 9009270097098

Password: [masked]

Confirm password: [masked]

Security question 1: In what town or city was your first full time j...  
Security question 1 answer: Johannesburg

Security question 2: What is the name of the place your wedding ...  
Security question 2 answer: Johannesburg

Security question 3: In which city were you born?  
Security question 3 answer: Johannesburg

Captcha: 3bQG5

Keep the answers simple & for ease, you can use the same answer for all

Complete the details of the person linked to the ECD service – for ease, this should also be someone who is linked to the Bank Account that is in the name of the ECD service

Create a password that is **8** letters AND which has small letters, capital letters, a number and a special letter eg. MAYAmaya1@ or SUMsum8!

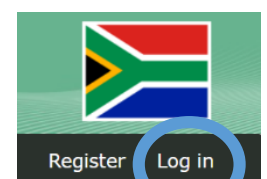
**YOU WILL** need this password to **LOGIN** to your account so make sure to write it down

Write EXACTLY what appears in your captcha – if they use a small letter, then use a small letter and if they use a capital letter, then use a capital letter

Now press REGISTER

### WHAT WILL HAPPEN NEXT:

- **Validate email:** Now check your email - You will be sent a link to press on in order to activate your account.
- **Validate cell number:** When you press the link in your email, you will be directed back to the CSD website to an account activation screen. Click on **Request OTP** (One Time Pin) in order to receive the OTP on your cell phone



Now log in to your account

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CENTRAL SUPPLIER DATABASE  
FOR GOVERNMENT

Home Search **Supplier Details** Links Reports Contact Help Account

Add supplier

Identification Industry classification Contacts Address Bank Tax Directors/Members/Owners Associations

Commodities Users Notifications Accreditations B-BBEE Overview

**AFTER** you register an account (and have done the email & cell phone verification), **LOGIN** to the CSD website. Then go to the **SUPPLIER DETAILS** tab - Then press **ADD SUPPLIER**. + Add supplier

If the ECD service is not a NPO, go to the end of this guide to see what to enter for supplier & supplier sub-type

Supplier type: <select supplier type>  
Supplier sub-type: <select supplier type>  
Total Annual Turnover: CIPC Company  
Financial Year Start Date: Foreign Company  
Allow associates?: Individual  
Non Profit Organisation (Department of Social Dev)  
Unincorporated Body of Persons

Supplier type: Non Profit Organisation (Depart...  
Supplier sub-type: Non Profit Organisation (Depart...  
Non profit organisation number: 123-4589 NPO  
Legal name: KOPANO CHILDREN WELFARE  
Trading name: KOPANO CHILDREN WELFARE  
Country of origin: South Africa  
Total Annual Turnover: R10 million or less; or  
Financial Year Start Date: 2001/03/01

For the first **IDENTIFICATION** tab, if you are a NPO, select 'Non Profit Organisation (Department of Social Dev)

Write it **EXACTLY** how it is written on the NPO certificate eg. 123-4589 NPO

**\*IMPORTANT\***: The **LEGAL** name **MUST** be **EXACTLY** the same as the name of the bank account eg. if the name of the bank account is "Sam's ECD centre NPO", then you must write this here. Otherwise your bank verification could fail

For many people this is 1<sup>st</sup> of February or 1<sup>st</sup> of March

Next

Press **NEXT** when you are done

Identification **Industry classification** Contacts Address Bank Tax Directors/Members/Owners

Associations Commodities Users Notifications Accreditations B-BBEE Overview

Note: The industry classification represents the industries you operate in. You are required to indicate the goods and services you provide on the commodities tab.

Click here to get more info on this section

Search: edu

Industry classification	% share of annual turnover	Edit	Reset
Accommodation and food service activities			
Activities of households as employers, undifferentiated goods- and services producing activities of households for own use			
Administrative and support activities			
Agriculture, forestry and fishing			
Arts, entertainment and recreation			
Construction			
Education	100	Save	Cancel
Electricity, gas, steam and air conditioning supply			
Financial and insurance activities			
Human health and social work activities			

Reset All Save Cancel

For the **INDUSTRY CLASSIFICATION** tab, search 'edu', then select Education

Press this little arrow

Then press **EDIT**

Then scroll to the right until you get to 100. This means that the ECD service that you are making an application for generates 100% of its money from providing Education

Then complete the **CONTACTS**, **ADDRESS** and **BANK** tabs.

**IMPORTANT**: Make sure that the ID number that you gave on the **IDENTIFICATION** tab is associated with the **BANK** account details entered on the **BANK** tab. ALSO, the Bank Account Holder Name **MUST EXACTLY** match the name that is captured at the Bank ie. the details the bank has. This is because CSD will do Bank Verification

Preferred address? ☒  
Is this address same as postal address? ☒  
Is this address same as payment address? ☒  
Is this address same as delivery address? ☒  
Save Cancel

Make sure boxes are selected for the **ADDRESS** tab

Are you registered for tax with SARS?



Tax compliance status pin

Are you a VAT vendor?



Income tax number

PAYE number

Save

Cancel

If you are registered with SARS, then enter your information

**IF THE ECD SERVICE IS NOT REGISTERED WITH SARS, DO NOT WORRY – Untick this box if you are NOT registered with SARS, and then press save. Then you can move on with your application**

Identification Industry classification Contacts Address Bank Tax **Directors/Members/Owners**

Associations Commodities Users Notifications Accreditations B-BBEE Overview

Click here to get more info on this section

You are not registered at CIPC, please complete the following information.

This South African Identification Number has been verified

Identification type South African Identification Nu...

South African identification number

Country of origin South Africa

Name (s) SUMAYA

Surname HENDRICKS

Type Owner

Status Active

Appointment date 2021/02/07

Email address

Cellphone number

Is this person an Owner? ☒

Ownership % 100.00

South African Physical living area of Owner Killarney, Johannesburg

Ethnic group Coloured

Gender Female Male

Military Veterans

People with disabilities

Youth

Save

Cancel

For the **DIRECTORS/MEMBERS/OWNERS** Tab, can enter the information of the ECD owner

SELECT THIS ie, make sure it is ticked

Enter '100.00'

Complete this information, only tick the boxes if applicable

Then press SAVE

The ASSOCIATIONS tab does not need to be completed - so you can skip this step



Name: ECD

Description:

Find Commodities

Segment: Education and Training Services

Family: Educational institutions x

Search: [ ]

Name	Code
Elementary and secondary schools	86121500
<input checked="" type="checkbox"/> Pre school educational services	86121501
<input type="checkbox"/> Religious elementary or secondary schools	86121502
<input type="checkbox"/> Private elementary or secondary schools	86121503
<input type="checkbox"/> Public elementary or secondary schools	86121504
<input type="checkbox"/> Junior colleges	86121600
<input type="checkbox"/> University and colleges	86121700
<input type="checkbox"/> Professional schools	86121800

Save Cancel Select All Clear

**For the **COMMODITIES** tab:**

- For **SEGMENT:** Select 'Education and Training Services'
- For **FAMILY,** select 'Educational institutions' and then 'Elementary and secondary schools' & then select 'Pre school educational services'
- Then SAVE
- Then press NEXT



Step 2 of 2

Click here to get more info on this section

Name: ECD services in Gauteng

Description:

NationWide: ☐

Province wide: ☐

Province: Gauteng

District: City of Johannesburg

Search: [ ]

Name	Code
<input checked="" type="checkbox"/> City of Johannesburg	798

Add Select All Clear

Make sure this is ticked

Once you press SAVE, you will then be asked for locations (ie. where the service provider operates)

Select the PROVINCE and the DISTRICT & press ADD & SAVE



Identification Industry classification Contacts Address Bank Tax Directors/Members/Owners

Associations Commodities Users Notifications Accreditations **B-BBEE** Overview

Click here to get more info on this section

Which of the following certificates do you have?

B-BBEE certificate from SANAS accredited agency? ☐

Sworn Affidavit from Commissioner of Oath? ☐

None ☒

Save

Move on to the B-BBEE tab. If you are not registered, then select NONE and save and move on with your application

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Next




Identification	Industry classification	Contacts	Address	Bank	Tax	Directors/Members/Owners	Associations
Commodities	Users	Notifications	Accreditations	B-BBEE	Overview		
Completion Status		Verification Status		Key Information			
Supplier Identification	✓	-	-				
Supplier Industry Classification	✓	-	-				
Contacts	✓	-	-				
Address	✓	-	-				
Bank Accounts	✓	-	-	Valid bank account			
Tax	⚙	✓	-	Not registered for tax with SARS.			
Directors/Members	✓	-	-				
Associations	-	-	-				
Commodities	✓	-	-				
Users	✓	-	-				
Accreditations	-	-	-				
B-BBEE	✓	-	-	No B-BBEE details provided			

Legend	✓ - Completed	✓ - Successful
	✗ - Outstanding	⌛ - Retry
	⚙ - In Progress	⚠ - Failed

Then move to the **OVERVIEW** tab. You can press **SUBMIT**. The **SUBMIT** button will only appear if all required information has been completed


AFTER you submit, this will then generate a supplier number that will start with **M**. Use this **M** number for your ECD Employment Stimulus Relief Fund



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CENTRAL SUPPLIER  
DATABASE  
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Supplier Details

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	Remove
R00634474	MAAA1026627		Test ECD Centre NPO	Test ECD Centre NPO	Non Profit Organisation Number	015-904 NPO					

Now proceed to <https://govchat.app/home> to complete your application for the ECD EMPLOYMENT STIMULUS RELIEF FUND (ECD-ESRF)

**PLEASE** make sure to check your emails 2-4 days after you submit. If there was a problem with verifying your bank details, you will need to amend your CSD application (you will not need to make a new GOVCHAT application)

**ADDITIONAL:** IF you are not a registered NPO, please see the next page regarding what information to put in the **IDENTIFICATION** tab

## ADDITIONAL:

If the ECD service that is applying is not registered as a NPO, then on the **IDENTIFICATION** tab you will need to choose one of these options:

1. CIPC Company or
2. Unincorporated Body of Persons

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Commodities Users Notifications Accreditations B-BBEE Overview

Supplier type  
Supplier sub-type  
Identification type  
Total Annual Turnover  
Financial Year Start Date  
Allow associates? ☒

Unincorporated Body of Persons  
<select supplier type>  
CIPC Company  
Foreign Company  
Individual  
Inter-vivos Trust  
Non Profit Organisation (Department of Social Dev)  
Unincorporated Body of Persons

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Add supplier

Identification Industry classification Contacts Address Bank Tax Directors/Members/Owners Associations

Commodities Users Notifications Accreditations B-BBEE Overview

Supplier type  
Supplier sub-type  
Identification type  
Total Annual Turnover  
Financial Year Start Date  
Allow associates? ☒

Unincorporated Body of Persons  
select a supplier sub-type  
Consortium  
Joint Ventures  
Partnership  
Retirement Fund  
Section Companies  
Statutory Body  
Voluntary Associations

Back Save Next

If a Voluntary Association, then select Unincorporated Body of Persons as SUPPLIER TYPE and then Voluntary Associations as the SUPPLIER SUB-TYPE

You can then proceed with the rest of your CSD application as outlined in this guide