



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Training Material: Supplier self-service Registration for Individuals

ERP Support Centre (ESC) | 19 February 2015

Making progress possible. **Together.**

Topics

- Registration Overview
 - A brief Overview of the Supplier Registration Process
- Detail Registration Steps
 - Detailed information on the steps required to successfully register for Supplier self-service

Registration Overview

There are 2 different Supplier self-service registration options available (O-Process and I-Process), so please read the Registration Overview pages before Registering for Supplier self-service.

Registration Overview

- Register as New Supplier 
- Already a Registered Supplier doing business as an Organisation, but wants to register for Supplier self-service 
 - *for example, doing business as a private company, public company, partnership, trust, closed corporation, non-profit organisation*
- Already a Registered Supplier doing business as an Individual but wants to register for Supplier self-service 
 - *For example, doing business as an Informal Business or Sole Proprietor*

Do you wish to do business with the City of Cape Town but don't have a City of Cape Town issued Supplier Number?

Suppliers who wish to do business with the City of Cape Town are required to be registered on the supplier database. Refer to the application form for the list of required supporting documentation.



Once the N-Process  is complete, then you can proceed to either the O-Process  or the I-Process 

Are you a Registered Supplier and have a City of Cape Town issued Supplier Number?

Follow either the O-Process or the I-Process, not both.



If you are doing business as an Organisation, for example, private company, public company, partnership, trust, closed corporation, non-profit organisation, then follow the O-Process



If you are doing business as an Individual, for example, Sole Proprietor or Informal Business, then follow the I-Process



Are you doing business as an Organisation (O-Process)?

If you are doing business as an Organisation, for example, private company, public company, partnership, trust, closed corporation, non-profit organisation, then follow the O-Process

Register Organisation for Supplier self-service

Register as Administrator for the Organisation on e-Services

Administrator nominates 1 or many Supplier self-service Users

Nominees register as Supplier self-service Users



**Authorising official
(e.g. business owner)**



**Administrator
(e.g. heads/managers)**



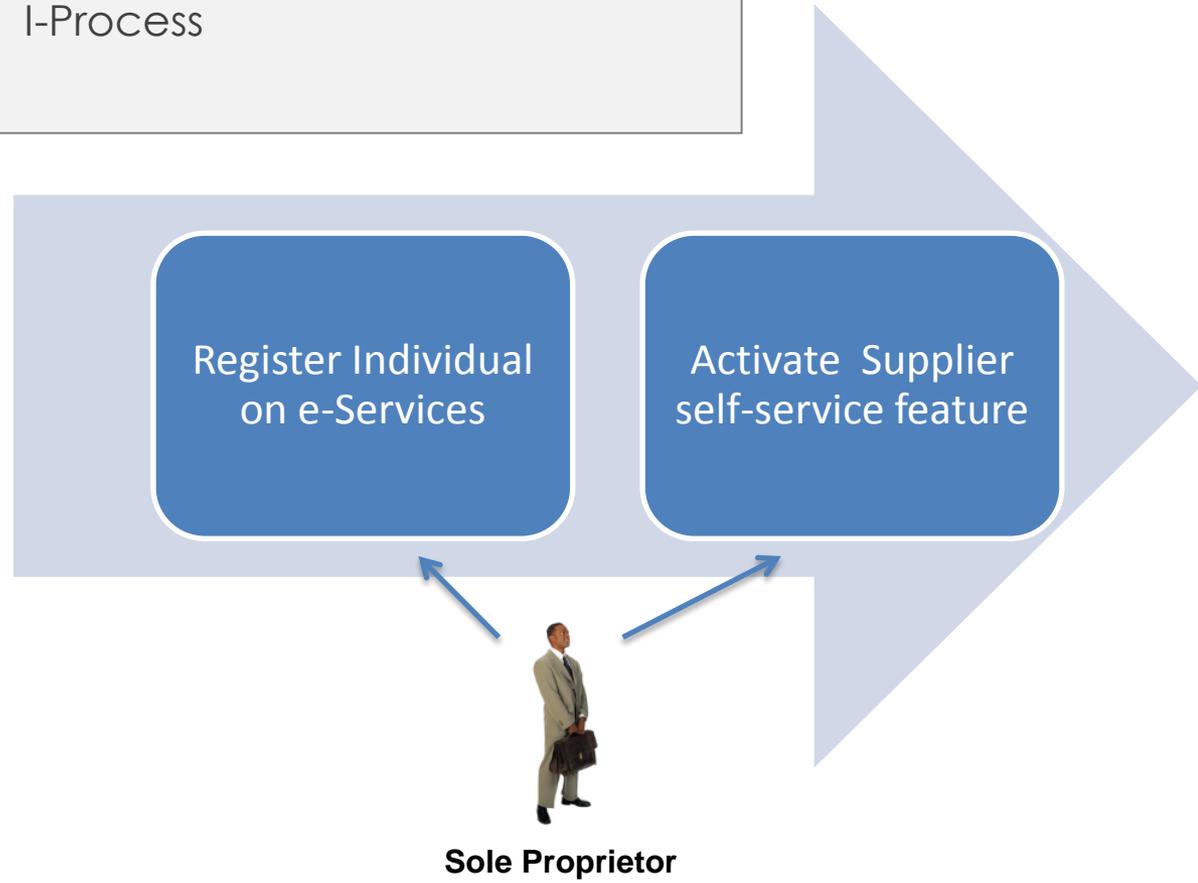
**Supplier self-service users
(e.g. account manager)**





Are you doing business as an Individual (I-Process)?

If you are doing business as an Individual, for example, Sole Proprietor or Informal Business, then follow the I-Process



Detail Registration Steps

The O-Process  and I-Process  are different, so please choose the correct Registration Process for your business.

If you don't have a City of Cape Town issued Supplier Number, then please complete the N-Process  first.



Register for Supplier self-service as Individual (Informal Business or Sole Proprietor)

Suppliers doing business as an Informal Business or Sole Proprietor and who wish to interact electronically with the City of Cape Town's Supply Chain Management department (for example view Purchase Orders, Upload Invoices, Check Invoice Payment status) can register on e-Services as an Individual.



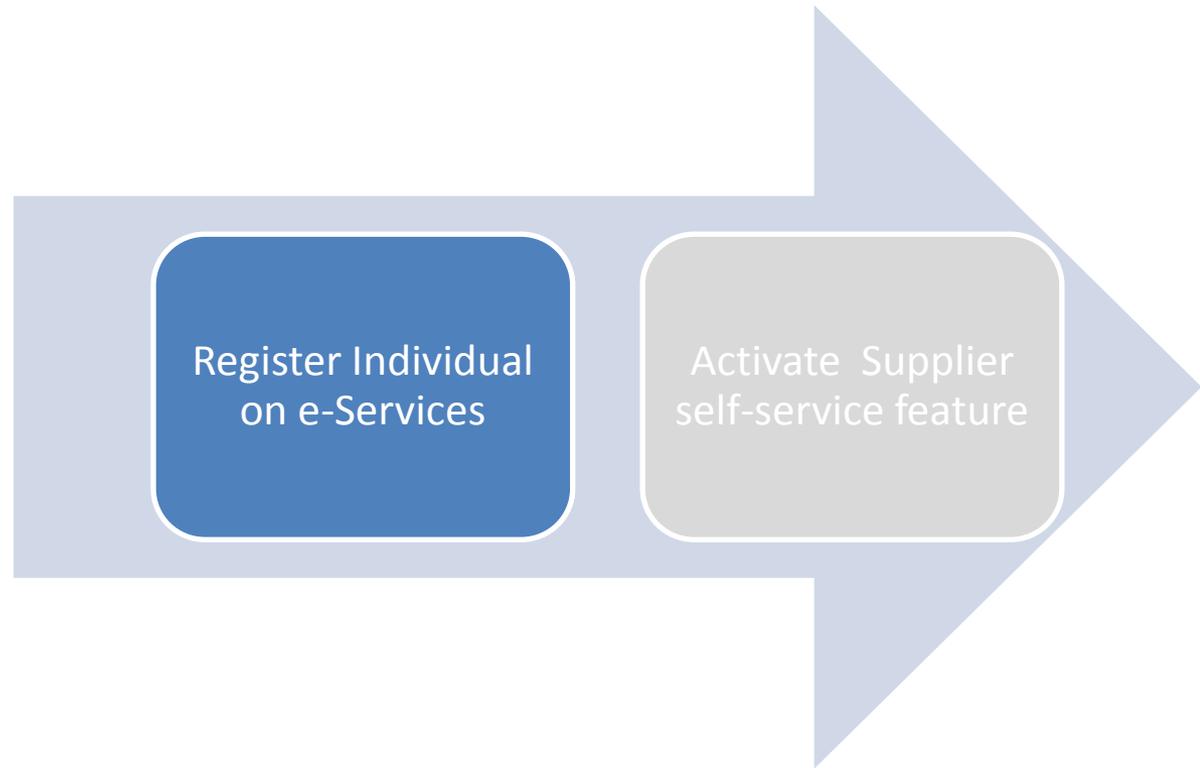
Required documents

Listed below is the documentation required for registration.

These documents will be used as proof of identity and authorization.

- Copy of ID/Passport

I-Process: Register Individual on e-Services



I-Process: Register Individual on e-Services

Supplier self-service user
(e.g. business owner)



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Register Individual
on eSERVICES

Activate Supplier
Self Service
feature

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e-Services

Username *

Password *

Log On

Not registered yet? [Register here](#)

Forgotten your password? [Reset your password here](#)

Forgotten your username? [Retrieve your username here](#)

Missing password e-mail? [Check/change your e-mail address here](#)

Frequently asked questions? [Find e-Services FAQ here](#)

1. SSS User clicks on Register here



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I-Process: Register Individual on e-Services

Supplier self-service user
(e.g. business owner)



Registration

Personal information

* Title: Ms

* Name:

* Surname:

* Initials:

Resident type: South African permanent resident Foreign national

* ID/ Passport number:

User information

* Username:

* E-mail:

Your e-mail address must be unique to you and should not belong to other people as well.
Please ensure you type it in correctly so that we are able to communicate with you successfully.

* Repeat e-mail:

Contact details

Telephone number:

Fax number:

Cellphone:

Data privacy statement

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy document. Please confirm that you accept our data privacy statement below.

Data privacy statement

The data privacy statement is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first de-activate this setting.

Yes, I have read the data privacy statement and accept it:

Register

Register Individual
on eSERVICES

Activate Supplier
Self Service
feature

2. Enter SSS User Details

3. Accept Privacy Statement

4. Press Register button



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I-Process: Register Individual on e-Services

Supplier self-service user
(e.g. business owner)



Register Individual
on eSERVICES

Activate Supplier
Self Service
feature



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Registration successful

Congratulations!

You have successfully registered for e-Services.

An e-mail providing you with your username and temporary password has been sent to the e-mail address you submitted when you registered. Use both of these to login to e-Services, where you will be required to change the temporary password to a new password of your own choice.

Close

5. Registration Confirmation



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I-Process: Register Individual on e-Services

Supplier self-service user
(e.g. business owner)



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Civic Centre 12 Hertzog Boulevard Cape Town 8001 P O Box 298, Cape Town 8000	Iziko Loluntu 12 Hertzog Boulevard iKapa 8001 P O Box 298, Cape Town 8000	Burgersentrum Hertzog-boulevard 12 Kaapstad 8001 P O Box 298, Cape Town 8000
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Register Individual
on eSERVICES

Activate Supplier
Self Service
feature

Email: help.uces@capetown.gov.za
Website: eservices.capetown.gov.za

Dear SUS Test User Supplier 150123,

You have successfully registered for e-Services.

Find your log on details below.

Username: SUS150123

Temporary password: SJSRCYDNQLI

Please proceed to log on to e-Services using the link below.

eservices.capetown.gov.za

You will then be prompted to change the temporary password.

NB: This registration confirmation does not mean that you have been granted access to specific services on our website but that an account has been created for you. You are required to register for or activate the services you may require when you log on to e-Services.

e-Services
City of Cape Town



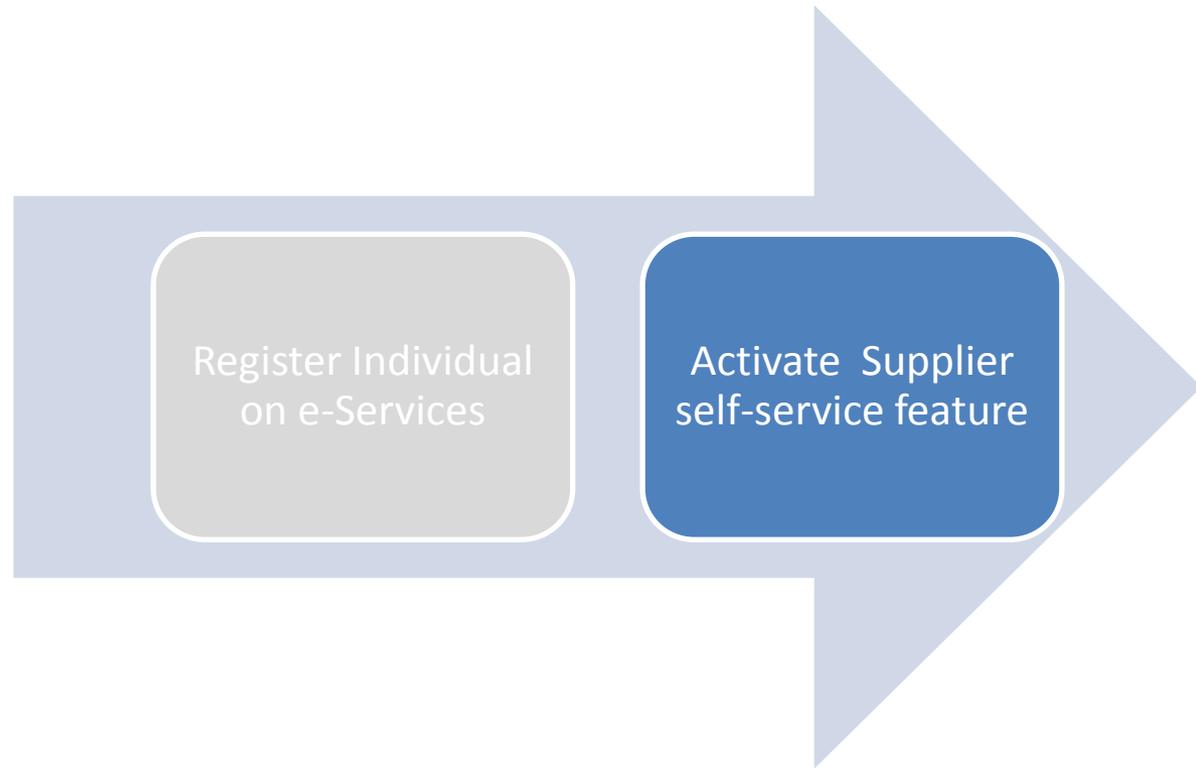
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6. SSS User receives email informing her of password

7. SSS User clicks on link to log in to eServices

I-Process: Activate Supplier self-service feature

Supplier self-service user
(e.g. business owner)



I-Process: Activate Supplier self-service feature

Supplier self-service user
(e.g. business owner)



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Register Individual
on eSERVICES

Activate Supplier
Self Service
feature

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e-Services

Username *

Password *

Log On

**8. SSS User enters Username
and password and press Log
On button**

Not registered yet? [Register here](#)

Forgotten your password? [Reset your password here](#)

Forgotten your username? [Retrieve your username here](#)

Missing password e-mail? [Check/change your e-mail address here](#)

Frequently asked questions? [Find e-Services FAQ here](#)



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I-Process: Activate Supplier self-service feature

Supplier self-service user
(e.g. business owner)



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Register Individual
on eSERVICES

Activate Supplier
Self Service
feature

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 Temporary password must now be changed

Change Password

Old Password *

New Password *

Confirm Password * 

Change

Cancel

**9. SSS User selects new
password and press Change
button**



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I-Process: Activate Supplier self-service feature

Supplier self-service user
(e.g. business owner)



Register Individual
on eSERVICES

Activate Supplier
Self Service
feature



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Home

My user menu

- Welcome
- My profile
- My user roles
- Service activation
- Contact us
- Frequently asked questions

Welcome to e-Services

10. SSS User selects Service activation

We are currently experiencing high call volumes and may not be able to process your request as swiftly as required. Please bear with us as we make every effort to address the outstanding issues. We will respond to you as soon as possible.

Dear User

The e-Services website has been designed to enable you to interact with the City of Cape Town online.



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I-Process: Activate Supplier self-service feature

Supplier self-service user
(e.g. business owner)



Register Individual
on eSERVICES

Activate Supplier
Self Service
feature

- Home
- My user menu
- Welcome
- My profile
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Service activation

Service name	Service description	Status	Status description	
Careers	Search and apply for City vacancies online	◇	Inactive	Activate service
Motor vehicle licens...	Motor vehicle licence renewal	◇	Inactive	Activate service
Prepaid electricity	Purchase prepaid electricity for one or more meters online	◇	Inactive	Activate service
Conveyancing	Rates clearance service for SOLE PROPRIETORS ONLY	◇	Inactive	Activate service
Supplier self-service	Supplier self-service for SOLE PROPRIETORS ONLY	◇	Inactive	Activate service
Municipal accounts	View rates and service account details, balances and payments	◇	Inactive	Activate service

11. Press Activate
service button

**NOTE: Ensure you press the Activate service
button for Supplier self-service**



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I-Process: Activate Supplier self-service feature

Supplier self-service user
(e.g. business owner)



Register Individual
on eSERVICES

Activate Supplier
Self Service
feature

SUPPLIER MANAGEMENT



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
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F: +27 21 400 2018, +27 86 546 1881

E: supplier.management@capetown.gov.za

1. On your Registration Confirmation letter

2015/02/16

TEST SUPPLIER
23 BACK STREET
CAPE TOWN
8001

**You need your Supplier number before you can
continue.**

Where do I find my Supplier number?

Supplier Registration Detail

Supplier number: 1009999999

Dear Supplier



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ISIXEKO SASEKAPA
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I-Process: Activate Supplier self-service feature

Supplier self-service user
(e.g. business owner)



Register Individual
on eSERVICES

Activate Supplier
Self Service
feature

2. OR on your Purchase Order

 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	PURCHASE ORDER 4500002113	PO DATE 11.02.2015 TIME 15:24:41 PAGE 1 of 1
SUPPLIER DETAILS SUS Test User Supplier 150122 150122 Church CAPE TOWN 8001 SOUTH AFRICA SUPPLIER NUMBER : 1000092368 SUPPLIER TELEPHONE : 0800150122 SUPPLIER FAX NO : 0900150122 COLLECTIVE NUMBER :	INVOICE TO: City of Cape Town Private Bag X6 7535 Bellville ACCOUNTS PAYABLE CALL CENTRE: 086 010 3089 Electronic Invoices can be e-mailed to: accountspayable.registryS@capetown.gov.za NOTE: Only PDF files will be accepted VAT REGISTRATION: 4500193497	DELIVERY ADDRESS: Electricity - Ndabeni RED1 Plant / PH: 511 0410 Melck Street NDABENI 7405 SOUTH AFRICA CONTRACT NO BUYER DETAILS : R. Davids TELEPHONE : 021 400 6745 FAX : 021 400 3261

**You need your Supplier number before you can
continue.**

Where do I find my Supplier number?



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I-Process: Activate Supplier self-service feature

Supplier self-service user
(e.g. business owner)



Register Individual
on eSERVICES

Activate Supplier
Self Service
feature

Home
My user menu

- Welcome
- My profile
- My user roles
- **Service activation**
- Contact us
- Frequently asked questions

Supplier self-service - service activation

Supplier details

* Denotes a compulsory field

* Supplier number: ⓘ

Notice

Your supplier number is required in order to register for Supplier self-service as an individual (informal business or sole proprietor). If you work for an organisation (not an informal business or sole proprietor) and want to use Supplier self-service, your organisation will need to be registered on the organisation registration page.

Click [here](#) to visit our organisation registration page.

12. Enter Supplier Number

13. Press Continue button



I-Process: Activate Supplier self-service feature

Supplier self-service user
(e.g. business owner)



Register Individual
on eSERVICES

Activate Supplier
Self Service
feature

Personal information

Name: Surname:
ID type: ID/ Passport number:

**14. Ensure this is your Supplier Name
and ID Number**

Registration information

Business partner number: 

15. Press the Continue button

I-Process: Activate Supplier self-service feature

Supplier self-service user
(e.g. business owner)



e-Services role activation

Register Individual
on eSERVICES

Activate Supplier
Self Service
feature

Required attachments

Please attach a scanned copy of your identity document (A ID document or passport for non SA citizens):

16. SSS User uploads copy of ID/Passport

17. Press Continue button

I-Process: Activate Supplier self-service feature

Supplier self-service user
(e.g. business owner)



Supplier Self Service registration

Register Individual
on eSERVICES

Activate Supplier
Self Service
feature



Your application for the Supplier Self Service service has been submitted successfully.

You will receive an e-mail when your registration is active with details on how to access this service.

Kindly quote your reference number IT150123/00001 when making enquiries regarding your application.

Please click on the "Back" button below to return to the services screen.

18. Confirmation Message

< Back

I-Process: Activate Supplier self-service feature

Supplier self-service user
(e.g. business owner)



Register Individual
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Activate Supplier
Self Service
feature



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19. Log off

[Log off](#)

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Home

My user menu

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- My user roles
- **Service activation**

Service activation



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I-Process: Activate Supplier self-service feature

Supplier self-service user
(e.g. business owner)



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Register Individual
on eSERVICES

Activate Supplier
Self Service
feature

Civic Centre
12 Hertzog Boulevard
Cape Town 8001
P O Box 298, Cape Town 8000

Iziko Loluntu
12 Hertzog Boulevard
iKapa 8001
P O Box 298, Cape Town 8000

Burgersentrum
Hertzog-boulevard 12
Kaapstad 8001
P O Box 298, Cape Town 8000

Email: help.uces@capetown.gov.za
Website: eservices.capetown.gov.za

Dear SUS Test User Supplier 150123,

Your application for the service Supplier self-service has been approved. You are now registered on the City's e-Services portal with the following details:

Business partner number: 1000092369

Please note that it takes approximately an hour for the service-specific tabs to appear. You may proceed to log on to the e-Services website via eservices.capetown.gov.za to carry out your business.

e-Services
City of Cape Town

20. Once ID/Passport is validated by City of Cape Town, SSS User receives email informing her that the Supplier Self Service feature was successfully activated.

21. SSS User clicks on link

You may



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I-Process: Activate Supplier self-service feature

Supplier self-service user
(e.g. business owner)



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STAD KAAPSTAD

Register Individual
on eSERVICES

Activate Supplier
Self Service
feature

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e-Services

Username *

Password *

Log On

22. SSS User enters Username and password and press Log On button

Not registered yet? [Register here](#)

Forgotten your password? [Reset your password here](#)

Forgotten your username? [Retrieve your username here](#)

Missing password e-mail? [Check/change your e-mail address here](#)

Frequently asked questions? [Find e-Services FAQ here](#)



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I-Process: Activate Supplier self-service feature

Supplier self-service user
(e.g. business owner)



NOTE: It takes between 1 hour and 24 hours after you received the email before the Purchase Order Details tab appears

Register Individual on eSERVICES

Activate Supplier Self Service feature



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STAD KAAPSTAD

[Log off](#)

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23. Purchase Order Details

Home Supplier Details on Record Purchase Order Details Inv

My user menu

- Welcome
- My profile
- My user roles
- Service activation
- Contact us
- Frequently asked questions

Welcome to e-Services

We are currently experiencing high call volumes and may not be able to process your request as swiftly as required. Please bear with us as we make every effort to address the outstanding issues. We will respond to you as soon as possible.

Dear User



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I-Process: Activate Supplier self-service feature

Supplier self-service user
(e.g. business owner)



24. From here you can Display Purchase Orders, Delivery Documents and Invoice information.

Register Individual on eSERVICES

Activate Supplier Self Service feature



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[Log off](#)

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[Home](#) | [Supplier Details on Record](#) | [Purchase Order Details](#) | [Invoice/statement upload](#)

[Purchase Orders](#) | [Delivery Documents](#) | [Invoices and Credit Memos](#) | [Frequently asked questions](#)

- All
- New
- Changed
- In Process
- Confirmed
- Partly Confirmed
- Returned
- Canceled by Customer
- Payment Made
- Completed

SUS Test User Supplier 150122

List of Purchase Orders

[Print](#) [Download](#)

<input type="checkbox"/>	CCT Purchase O...	CCT PO Date	CCT PO Amount (ex...	CCT PO Status
<input type="checkbox"/>	4500002113	04.02.2015	6.000,00 ZAR	In Process
<input type="checkbox"/>	4500002111	04.02.2015	6.000,00 ZAR	In Process
<input type="checkbox"/>	4500002092	29.01.2015	3.000,00 ZAR	Partly Confirmed
<input type="checkbox"/>	4500002091	29.01.2015	0,00 ZAR	Canceled by Customer



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The End

Thank you for being a valued Supplier.