

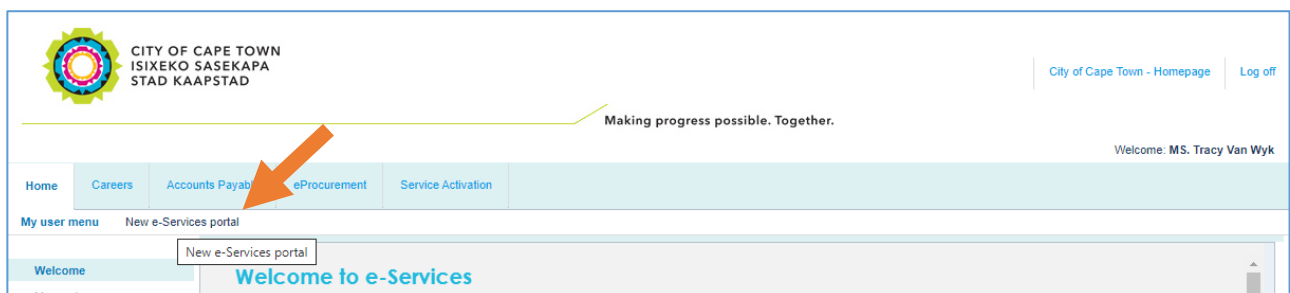


How to update the Declaration online

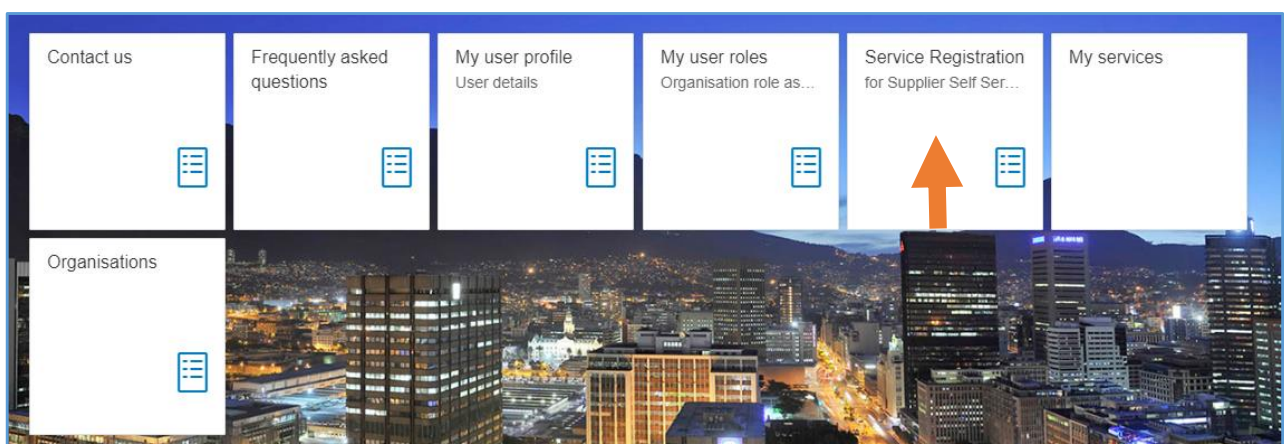
1. **Administrator** must logon with username and password

The screenshot shows the 'e-Services' login page. It features a 'Username *' field, a 'Password *' field, and a 'Log On' button. Below the login fields, there are several links for users who are not registered or have forgotten their credentials: '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](#)', and 'Frequently asked questions? [Find e-Services FAQ here](#)'.

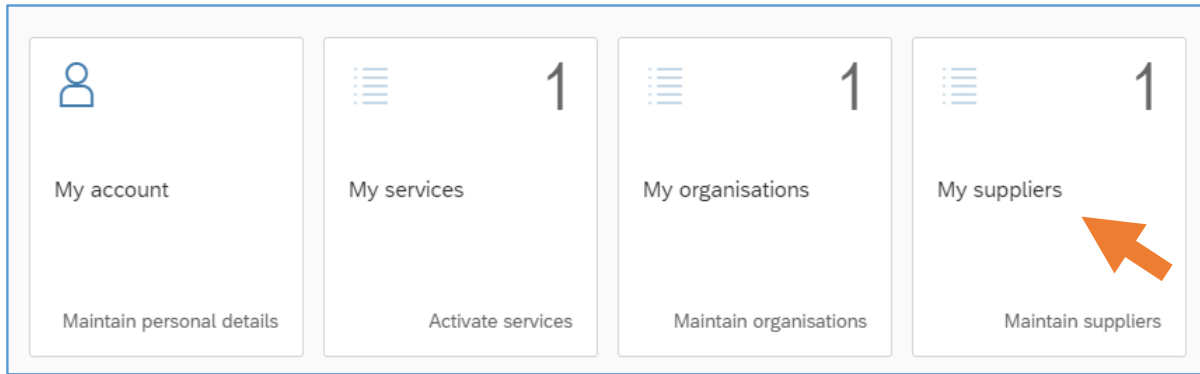
2. Click on **New e-Service Portal**



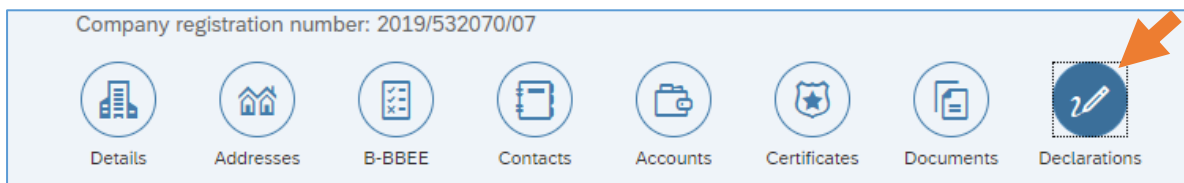
3. Select **Service Registration for Supplier Self Service** tile.



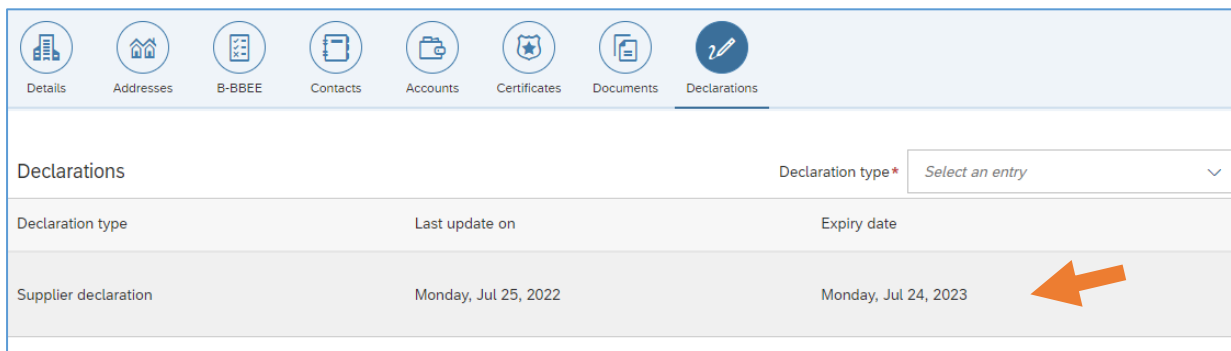
4. Click on the **MY SUPPLIERS** TILE



5. Select the **DECLARATION ICON**



6. Click on the **Declaration details** to expand.



7. The Declaration will open on **Schedule A**.

- Complete 3.3
- Answer all questions by selecting YES or NO.
- If select YES, please provide all required information.
- Point 4, click on ADD and enter the names and Id numbers of all directors listed on the CSD report



Schedule A

Schedule B

Schedule C

DECLARATION OF INTEREST - STATE EMPLOYEES

Note: Please fill in all required fields. If you select 'Yes' on a select field you have to furnish particulars.

1. No bid will be accepted from persons in the service of the state.

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view to possible allegation of favouritism, should the resulting bid, or part thereof be awarded to persons connected with or related to persons in service of the state, the bidder or their authorised representative declare their position in relation to the evaluation/adjudication authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full name of applicant or his or her representative

Van Wyk Tracy

3.2 Identity number

8812080123086

*3.3 Position occupied in the Company (director, trustee, shareholder)

Director

3.4 Company or Close corporation registration number

2019/532070/07

3.5 Tax reference number

9236352242

3.6 VAT registration number

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.7 Names of all directors, trustees, Shareholder members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

*3.8 Are you presently in the services of the state?

No

Continue

Enter Occupied Position held.

*3.8 Are you presently in the services of the state?

No

*3.9 Have you been in the service of the state for the past twelve months?

No

*3.10 Do you have a relationship (family, friend, business interest, other) with persons in service of the state?

No

*3.11 Are you aware of any relationship (family, friend, business interest, other) between any other bidder and any persons in service of the state?

No

*3.12 Are any of the company's directors, trustees, managers, principle shareholders, stakeholders or business associates in service of the state?

No

*3.13 Are any spouse, child, parent or close family member of the company's directors, trustees, managers, principle shareholders, stakeholders or business associates in service of the state?

No

*3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?

No

* denotes a required field

At least one entry is required on the table below to be able to submit the declaration.

Add Details

4. Full details of directors, trustees, members and shareholders as per your official documents, i.e. CIPC, Shareholders Certificate etc.

Name	Surname	Identity/Passport number	Type	Employee number	Delete	Edit
No data						

Click on Add to enter directors details.

8. Complete Schedule **A , B and C**

The image shows a 'Supplier Declaration' form. At the top, there are three icons representing different schedules: Schedule A, Schedule B, and Schedule C. Schedule C is highlighted with a dashed border, indicating it is the active section.

9. At the bottom of Schedule C, tick in the **DISCLAIMER** box and **CONTINUE**

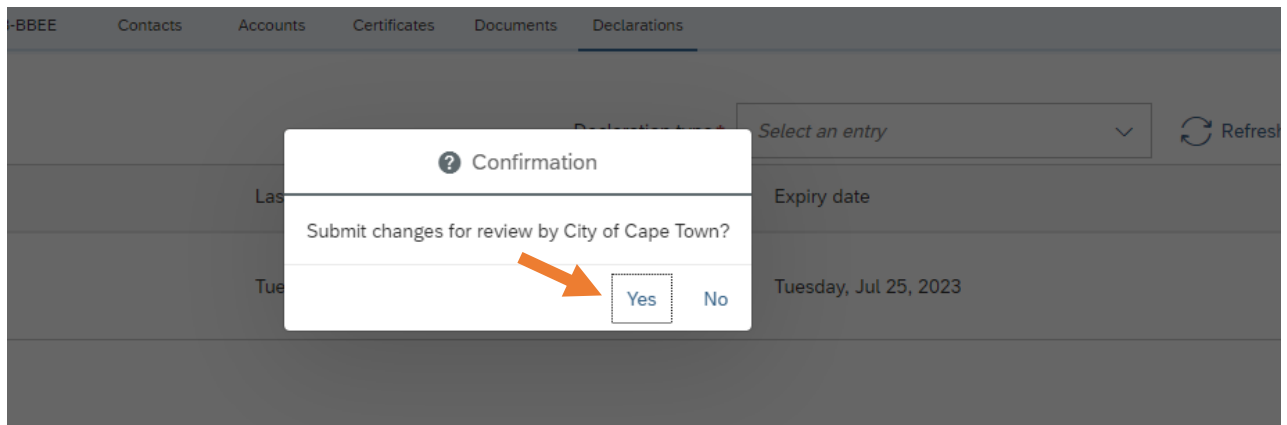
The image shows the 'Disclaimer' section of the form. It contains a paragraph of text explaining the electronic signature process. At the end of the paragraph, there is a checkbox. An orange arrow points to this checkbox. Below the text, there is a 'Continue' button. Another orange arrow points to the 'Continue' button.

- *Ensure ALL questions were selected.*
- *If all questions were not selected, the Continue bottom will be greyed out and you will not be able to continue.*

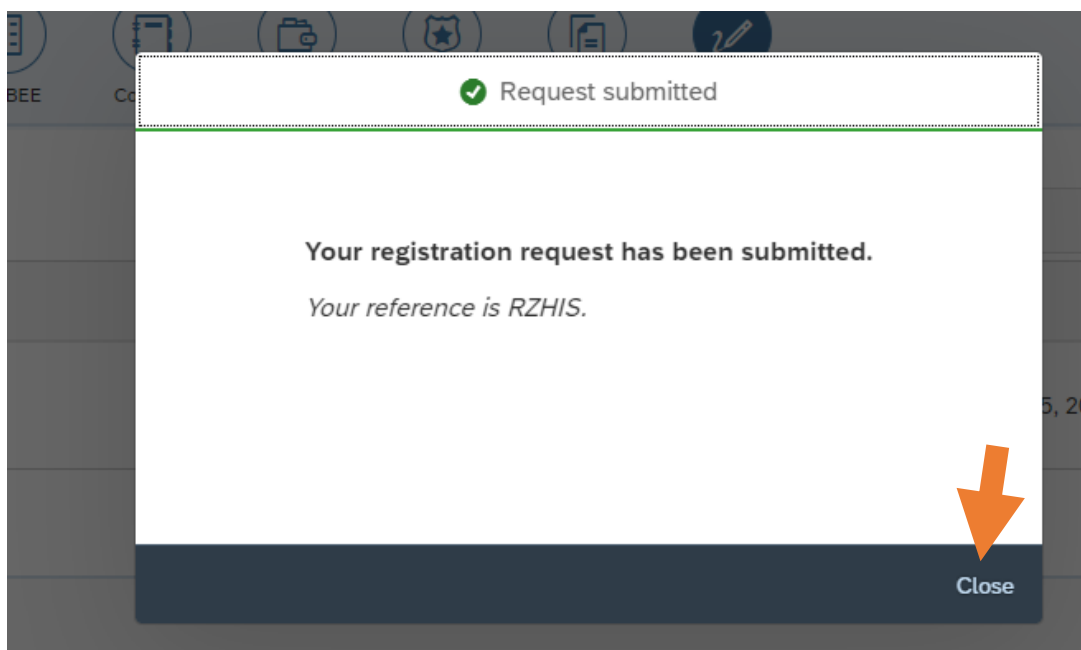
10. Click on **REFRESH** and thereafter **SUBMIT** button.

The image shows a 'Declarations' form. At the top, there is a navigation bar with icons for Details, Addresses, B-BBEE, Contacts, Accounts, Certificates, Documents, and Declarations. Below the navigation bar, there is a 'Declarations' section. It includes a 'Declaration type*' dropdown menu with 'Select an entry' and a 'Refresh' button. Below this, there is a table with columns: Declaration type, Last update on, and Expiry date. The table contains one row: Supplier declaration, Tuesday, Jul 26, 2022, Tuesday, Jul 25, 2023. At the bottom of the form, there is a footer with the text: Last updated: Jul 26, 2022, 12:55 PM, Last submission reference: 9NKIV, Support, Check, Delete, Save, and Submit. An orange arrow points to the 'Refresh' button, and another orange arrow points to the 'Submit' button.

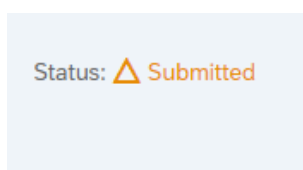
11. Click on **YES**.



12. Click on **CLOSE**



The status will now show **SUBMITTED**.



You now have to wait for the approval to be done.