

## CENTRAL SUPPLIER DATABASE & NMBM SUPPLIER DATABASE

### REGISTRATION INSTRUCTIONS

In accordance with NMBM Supply Chain Management policy a Business, that wishes to do business with NMBM, must register on the National Treasury Central Supplier Database (CSD) & NMBM Supplier Database. Follow these steps:

1. Visit the National Treasury website [www.csd.gov.za](http://www.csd.gov.za)
2. Click on the registration button
3. Follow the instructions, by completing the on-line forms and uploading the following documents:
  - a. Proof of Company/Business registration:
  - b. Certified affidavit
  - c. BBBEE certificate
  - d. Proof of banking details
  - e. Tax Clearance Certificate
  - f. CIDB (for construction and civil)
  - g. NHBRC (for building)
  - h. Relevant contact detailsEnsure submission by clicking on the 'Submit' button.
4. After at least 4 days, log back into CSD to check if the banking details are verified.
5. After the Service Provider's CSD profile is confirmed compliant by CSD, then download the "NMBM Suppliers Verification Form" from the Forms Repository at <http://www.nelsonmandelabay.gov.za/documentslist?catID=8>
6. Electronic Option
  - 6.1 Scan the following documents into one file:
    - a. Completed NMBM Supplier Verification Form (for listing on the NMBM database)
    - b. Certified ID copy of the signatory - certified at a SA Police Station
    - c. Certified BBBEE / Affidavit - certified at a SA Police Station
    - d. Certified NHBRC (for building) - certified at a SA Police Station
    - e. CIDB grading (for building)
  - 6.2 Rename this scan file by the name of the Business
  - 6.3 Email this scanned file to [SCMdatabase@mandelametro.gov.za](mailto:SCMdatabase@mandelametro.gov.za)
  - 6.4 When the Service Provider receives their Verification Letter, the Originals must be delivered to the Compliance Box at the Security Office at:  
NMBM Depot / SCM Harrower Road, Kensington.OR
7. Normal Option (this option will incur an additional 2-day turnaround time)
  - 7.1 Deliver or Courier physical documents, in a clearly marked envelope, to the above address.

This office is closed to the public due to Covid-19. For Queries, call 041-506 3274 / 3266.