

CENTRAL SUPPLIER  
**DATABASE**  
FOR GOVERNMENT



**CSD SEARCH**  
**ORGAN OF STATE PRACTITIONER**



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

**STAY**  
  
**HOME**

SAVE SOUTH AFRICA



1. SEARCH

1.1. How to perform a search for suppliers on CSD by CSD primary or secondary user of an Organ of State (OoS)

To enable the CSD primary and secondary user of an OoS to be able to find suppliers that can provide items mentioned on Annexure A of Instruction No 5 of 2020/21, the CSD has been updated to include those commodities.

CSD users will be able to search for supplier by using the item names mentioned on the instruction.

Please follow the following steps to perform a CSD search:

STEP 1:

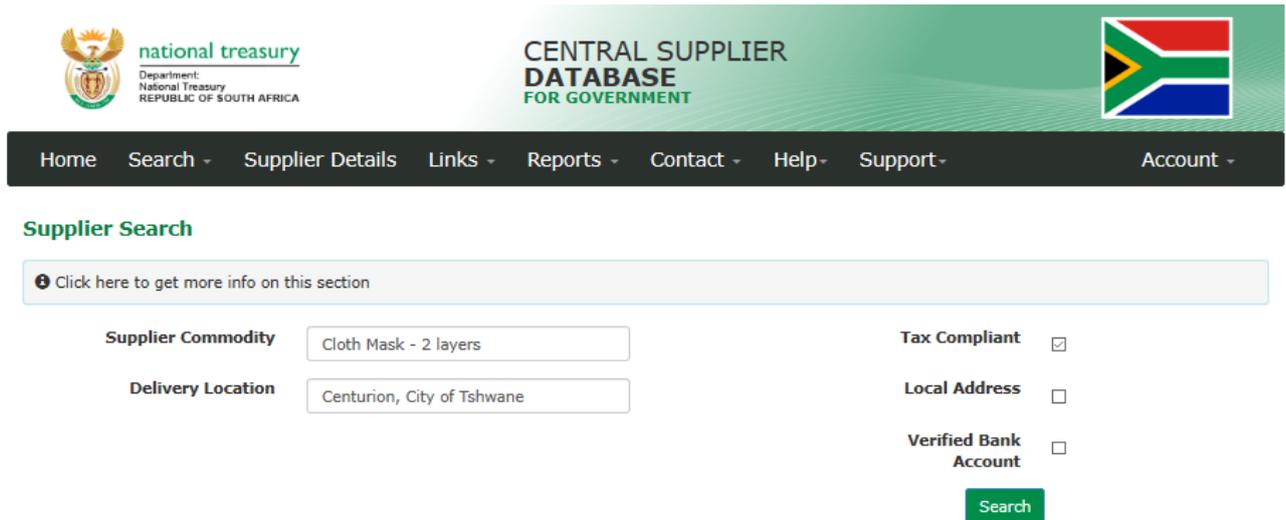
Click on Search and select the Supplier Search option.

The screenshot shows the website header with the National Treasury logo and the Central Supplier Database logo. A navigation menu includes Home, Search, Links, Reports, Contact, Help, Support, and Account. The Search menu is expanded, showing 'Supplier Search' and 'Favourite Searches'. Below the menu is a welcome message and a list of instructions for using the database. Four main content tiles are visible: 'SUPPLIER DETAILS manage suppliers', 'REGISTRATION SUMMARY report', 'BREAKING NEWS NEWS (28) Latest CSD news, communication, help and alerts', and 'MY ORDERS supplier orders'.



**STEP 2:**

Complete basic search elements like supplier commodity (eg: Cloth Mask), delivery location, tax compliant -, local address – and verified bank account indicator and click on Search.



The screenshot shows the top navigation bar of the Central Supplier Database website. On the left is the logo for the National Treasury, Department of National Treasury, Republic of South Africa. In the center is the text 'CENTRAL SUPPLIER DATABASE FOR GOVERNMENT' next to the South African flag. The navigation menu includes: Home, Search, Supplier Details, Links, Reports, Contact, Help, Support, and Account. Below the navigation bar is the 'Supplier Search' section. It features a link: 'Click here to get more info on this section'. There are two input fields: 'Supplier Commodity' with the value 'Cloth Mask - 2 layers' and 'Delivery Location' with the value 'Centurion, City of Tshwane'. To the right of these fields are three checkboxes: 'Tax Compliant' (checked), 'Local Address' (unchecked), and 'Verified Bank Account' (unchecked). A green 'Search' button is located below the checkboxes.



STEP 3 (OPTIONAL):

The matching records for the search input provided will be displayed. The multiple matching records resulting from the search will enable the additional filters and PPPFA filters options to further refine the search. The user may apply additions criteria to refine the search results.

The screenshot shows the 'Supplier Search' page of the Central Supplier Database. At the top, there is a navigation bar with links for Home, Search, Supplier Details, Links, Reports, Contact, Help, Support, and Account. Below the navigation bar, the search criteria are defined: 'Supplier Commodity' is 'Cloth Mask - 2 layers' and 'Delivery Location' is 'Centurion, City of Tshwane'. On the right side, there are checkboxes for 'Tax Compliant' (checked), 'Local Address' (unchecked), and 'Verified Bank Account' (unchecked). A 'Search' button is located below these filters. Below the search criteria, there are two green buttons: 'Click here for additional filters' and 'Click here for PPPFA filters'. The search results section shows '13 Results' and two buttons: 'Results to Report' and 'Add search to favourites'. Below the results, there are two entries: 'MAAA0663720 - LUPAAFRIKAPRODUCTIONS' and 'MAAA0498509 - THATABETSWE TRADING AND INVESTMENTS'. Each entry has a 'Tax Status' indicator (green checkmark) and a 'Has Local Address' indicator (red X).

STEP 4:

The search results can be exported to a report you can view each suppliers' report by clicking on the registration report button.



**CENTRAL SUPPLIER  
DATABASE**  
FOR GOVERNMENT



## **CSD SEARCH**

### **ORGAN OF STATE PRACTITIONER**

Private Bag X115, Pretoria, 0001 | 40 Church Square, Pretoria, 0002

Tel: +27 12 315 5757 | Fax: +27 12 406 9055

Web: [www.treasury.gov.za](http://www.treasury.gov.za)



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA