CSD SEARCH
ORGAN OF STATE PRACTITIONER
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.
STEP 2:

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

STEP 4:

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