



**CENTRAL SUPPLIER  
DATABASE**  
FOR GOVERNMENT



## **COMMODITIES GUIDE SUPPLIER**



**national treasury**

Department:  
National Treasury  
**REPUBLIC OF SOUTH AFRICA**

**STAY**  
  
**HOME**

**SAVE SOUTH AFRICA**



Please follow the following steps for adding/updating commodities on CSD:

Log on to your CSD profile at: <https://secure.csd.gov.za/>

Click supplier detail and then select **Edit** for updating the supplier profile:

The screenshot shows the CSD supplier profile interface. The top navigation bar includes tabs for Identification, Industry classification, Contacts, Address, Bank, Tax, and Directors/Members/Owners. Below this is a secondary navigation bar with tabs for Associations, **Commodities** (highlighted), Users, Notifications, Accreditations, B-BBEE, and Overview. The main content area displays a table with the following data:

| Name     | Description | Status                    | Edit | View |
|----------|-------------|---------------------------|------|------|
| Covid 19 |             | Verification Not Required |      |      |

Below the table, there is a green button labeled '+ Add Commodity', a 'Back' button, and a 'Next' button.



Then go to **Commodities** Tab, —→ **Add Commodity**

Follow the steps below:

**STEP 1:**

Enter a descriptive Name of the commodity group where the products and services can be provided. For example: Covid-19 items

**STEP 2:**

Enter the Description of the commodity group. Example: Masks, Sanitizer, etc. This is an optional field

**STEP 3:**

Select a Segment. A segment is a logical aggregation of families. For example: COVID-19

**STEP 4:**

Select a Family. A family is a group of interrelated commodity categories. For example: Protective Personal Equipment

**STEP 5:**

Select a Class. A class is a group of commodities sharing common characteristics. For example: Cloth Mask

**STEP 6:**

Select a Commodity. A Commodity is a group of products or services. For example: Cloth Mask – 2 layers

**STEP 7:**

Click on add

**STEP 8:**

Click on save and continue

**STEP 9:**

Select location where the products can be delivered



- Identification
- Industry classification
- Contacts
- Address
- Bank
- Tax
- Directors/Members/Owners
- Associations
- Commodities**
- Users
- Notifications
- Accreditations
- B-BBEE
- Overview

Step 1 of 2

[Click here to search for your commodity codes](#)

[Click here to get more info on this section](#)

|                                  |  |                        |
|----------------------------------|--|------------------------|
| <b>Name</b>                      | <input type="text" value="Covid-19"/>                      | <a href="#">STEP 1</a> |
| <b>Description</b>               | <input type="text" value="Masks"/>                         | <a href="#">STEP 2</a> |
| <a href="#">Find Commodities</a> |  |                        |
| <b>Segment</b>                   | <input type="text" value="COVID-19"/>                      | <a href="#">STEP 3</a> |
| <b>Family</b>                    | <input type="text" value="Personal Protective Equipment"/> | <a href="#">STEP 4</a> |

If you cannot find your relevant commodity, click find commodities to conduct an online search

- Click on find commodities under the commodities tab
- A separate screen will open, click in the field provided and type the name of the commodity
- Click search
- A list of possible matches (if found) will be listed with the four levels indicated
- Use this to guide you on what to capture in Step 1 of 2 in selecting a commodity



**FINAL STEP:** Once done with the update, it is important to **SUBMIT** changes under the **Overview** tab. Click **Overview TAB**, and then **SUBMIT** at the bottom of the page.

Identification | Industry classification | Contacts | Address | Bank | Tax | Directors/Members/Owners

Associations | Commodities | Users | Notifications | Accreditations | B-BBEE | Overview

|                                  | Completion Status | Verification Status | Key Information   |
|----------------------------------|-------------------|---------------------|---|
| Supplier Identification          | ⚙️                | ⚠️                  | Field validation failed or required fields not complete.    |
| Supplier Industry Classification | ⚙️                | -                   | -   |
| Contacts                         | ✅                 | -                   | -   |
| Address                          | ❌                 | ⚠️                  | A physical and postal address required                      |
| Bank Accounts                    | ⚙️                | -                   | Valid bank account  |
| Tax                              | ❌                 | -                   | -   |
| Directors/Members                | ⚙️                | ⚠️                  | Ownership information incomplete<br>Email address required. |
| Associations                     | -                 | -                   | -   |
| Commodities                      | ❌                 | ⚠️                  | Location information is required<br>commodity groupings     |
| Users                            | ✅                 | -                   | -   |
| Accreditations                   | ⚙️                | -                   | -   |
| B-BBEE                           | ⚙️                | -                   | No B-BBEE details provided                                  |

Legend

|                  |                |
|------------------|----------------|
| ✅ - Completed    | ✅ - Successful |
| ❌ - Outstanding  | 🔄 - Retry      |
| ⚙️ - In Progress | ⚠️ - Failed    |

In order to submit please address all outstanding issues marked with X or where verification failed.

Back | Submit



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## COMMODITIES GUIDE SUPPLIER

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