nelson mandela bay
MUNICIPALITY

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CENTRAL SUPPLIER DATABASE
REGISTRATION INSTRUCTIONS

Register on Central Supplier Database & NMBM Database

The National Treasury Database for Suppliers is called "Central Supplier Database" (CSD)

Steps
1. Visit the National Treasury website www.csd.gov.za
2. Click on the registration button
3. Follow the instructions, by completing the on-line forms and inputting 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. Email address
   i. Cell phone number
4. After at least 4 days, log back into CSD to check whether or not the banking details are verified as compliant.
5. Once both have been verified, visit (or post to) the Supply Chain Management (SCM) office address:

   Compliance Office

   Corner Harrower Road & Buxton Street

   Kensington,

   to deliver the following original documents:
   a. Originally Certified ID copy of the signatory
   b. Originally Certified BBBEE / Affidavit
   c. Originally certified NHBRC (for building)
   d. CIDB grading (for building)
   e. Completed NMBM supplier verification form (for listing on the local database)

Please note that the NMBM forms can be collected from SCM office (address above) or be

downloaded from http://www.nelsonmandelabay.gov.za/datarepository/documents/nmbm-

supplier-verification-form-17-04-20181pdf.pdf

Feel free to contact us on 041-506 3266/2114 if you have any queries.