

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
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 website at <https://www.nelsonmandelabay.gov.za/page/supplier-database-registration>
6. Complete the form and attach the supporting documents:
 - 6.1 Completed NMBM Supplier Verification Form (for listing on the NMBM database)
 - 6.2 Certified ID copy of the signatory - certified at a SA Police Station
 - 6.3 Certified BBBEE / Affidavit - certified at a SA Police Station
 - 6.4 Certified NHBRC (for building) - certified at a SA Police Station
 - 6.5 CIDB grading (for building)
7. Electronic Submission Option
 - 7.1 Scan the documents into one file.
 - 7.2 Rename this scan file by the name of the Business
 - 7.3 Email this scanned file to SCMdatabase@mandelametro.gov.za
8. Physical Submission Option

Deliver or Courier physical documents, in a clearly marked envelope, to Compliance Building Office at:
NMBM Depot / SCM Harrower Road, Kensington.
9. Verification Letter

Processing time is 3 working days from the receipt of all necessary documents. A Verification Letter is emailed on authorisation. Alternatively, any time after authorisation, a copy of the verification letter can be downloaded from <https://www.nelsonmandelabay.gov.za/page/supplier-verification>

For Queries, call 041-506 3274 / 3266.