



How-To Video Sample Script for:
Supplier Registration

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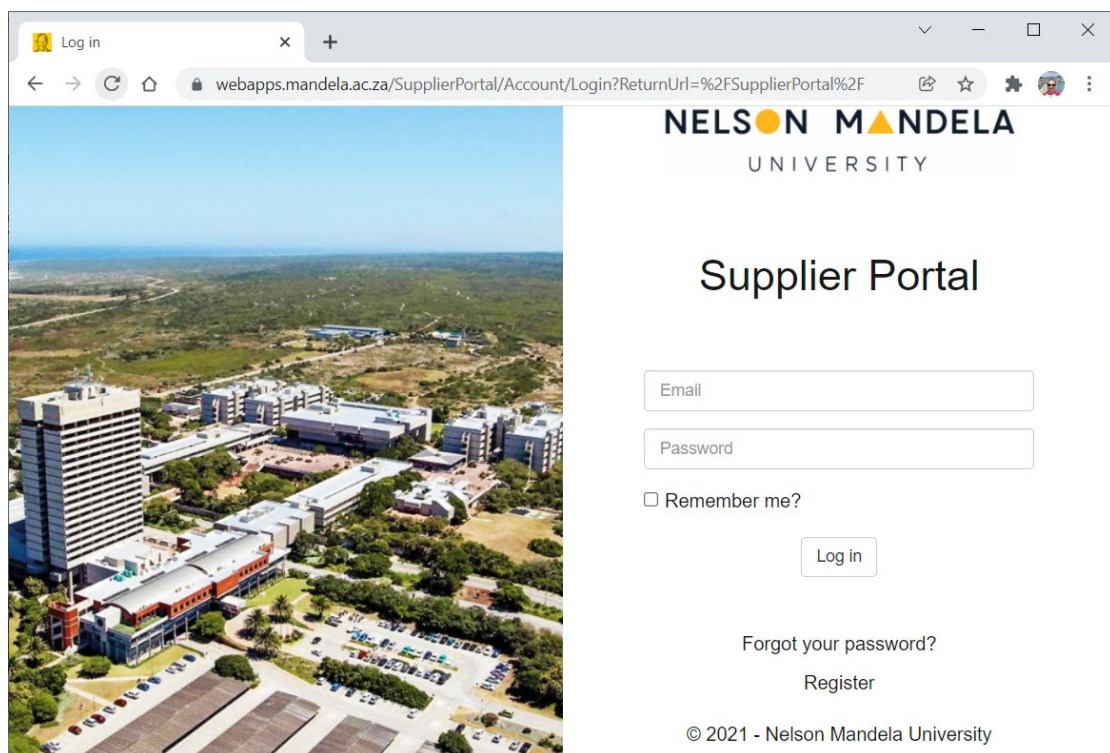
1) Introduction

The Supplier Portal was developed in response to a university council decision to transform procurement activities within the university. As a result, a new online supplier portal has been developed to assist in this need. The portal therefore assists in automating numerous manual processes, and consolidate these processes into an enterprise database, enabling management and reporting of these manual processes. The below sections therefore are aimed at taking you through the process of how to register as a supplier on the Nelson Mandela University Supplier Database.

2) Login Screen

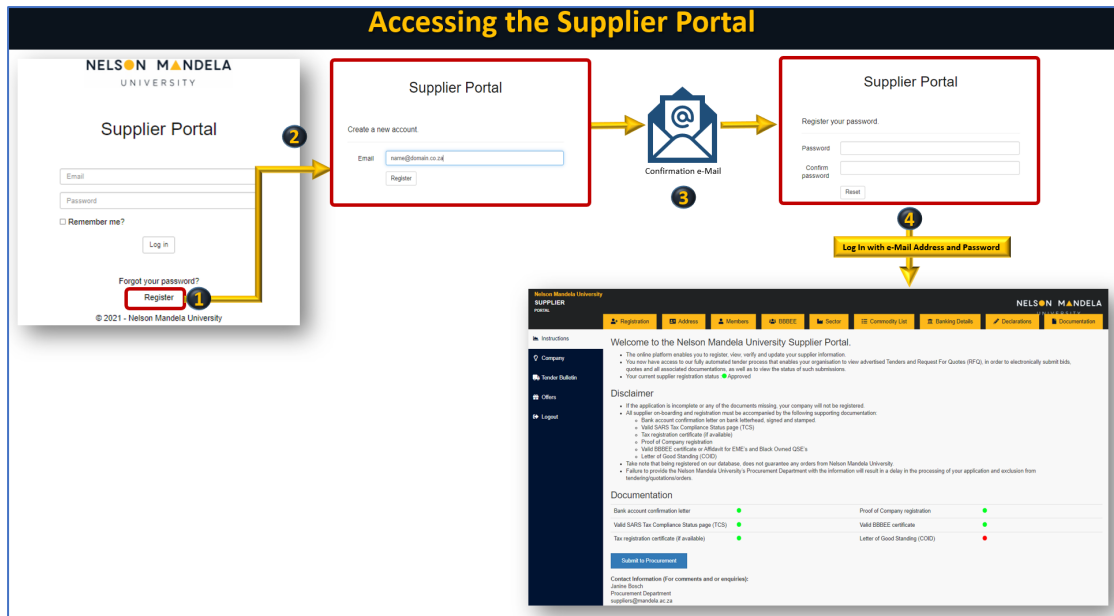
If you have already registered on the supplier portal, you may use your login credentials to log into the portal.

Link: <https://webapps.mandela.ac.za/SupplierPortal/>



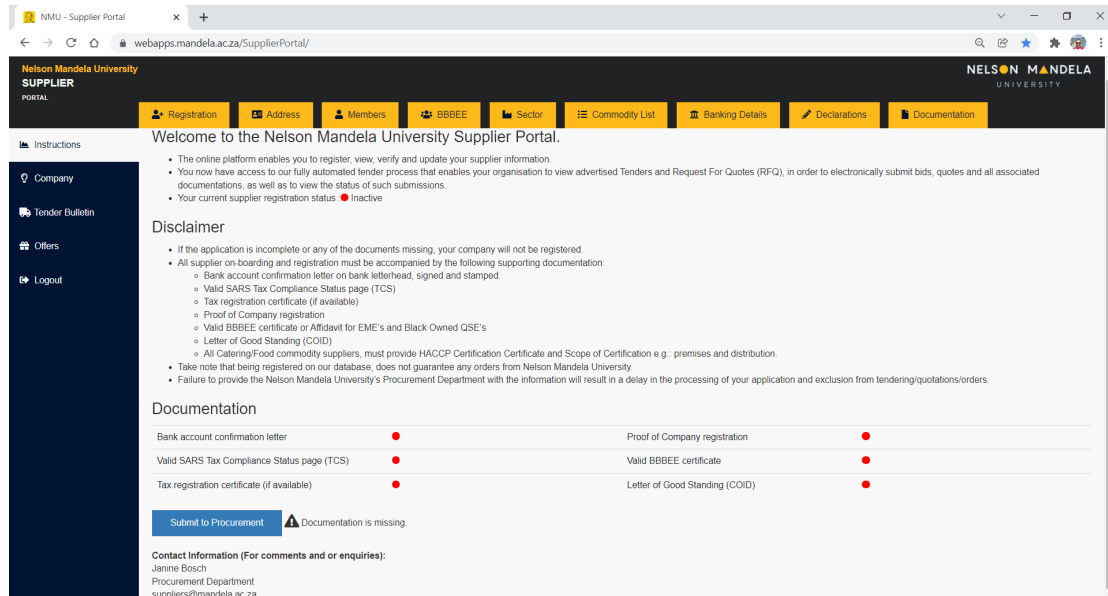
The screenshot shows a web browser window with the URL webapps.mandela.ac.za/SupplierPortal/Account/Login?ReturnUrl=%2FSupplierPortal%2F. The page features the Nelson Mandela University logo at the top, followed by the title "Supplier Portal". Below the title are two input fields for "Email" and "Password". There is a checkbox labeled "Remember me?" and a "Log in" button. At the bottom of the login section, there are links for "Forgot your password?" and "Register". The footer of the page reads "© 2021 - Nelson Mandela University". On the left side of the page, there is a large aerial photograph of the university campus.

The below process flow indicates the process to follow should in order to register as a supplier.



3) Supplier Instruction Landing Page

Following your successful login attempt, you will be presented with the following landing page. The tabs indicate the various registration information required to be onboarded.



4) Registration Tab

The supplier registration page provides a screen for you to capture company information that relates to the name of the company, the entity type, and some

other details. Clicking on the update button will update the information on the supplier portal.

The screenshot shows the 'Registration' tab in the Nelson Mandela University Supplier Portal. The 'Company Summary' form includes the following fields:

- Entity Type: Select an entity type.
- Company Name *
- Trading Name *
- Company Registration Number *
- Established Date *: yyyy/mm/dd
- Income Tax Number *
- VAT Registration Number
- SARS TCS expiry date: yyyy/mm/dd

There is an 'Update' button at the bottom of the form. To the right, the 'Trade References' section contains three sets of fields for Company 1, Company 2, and Company 3, each with fields for Name, Email, and Telephone Number.

5) Address Tab

The address information screen allows you to provide information on where your business is located. Clicking on the update button, will update your information on the supplier portal.

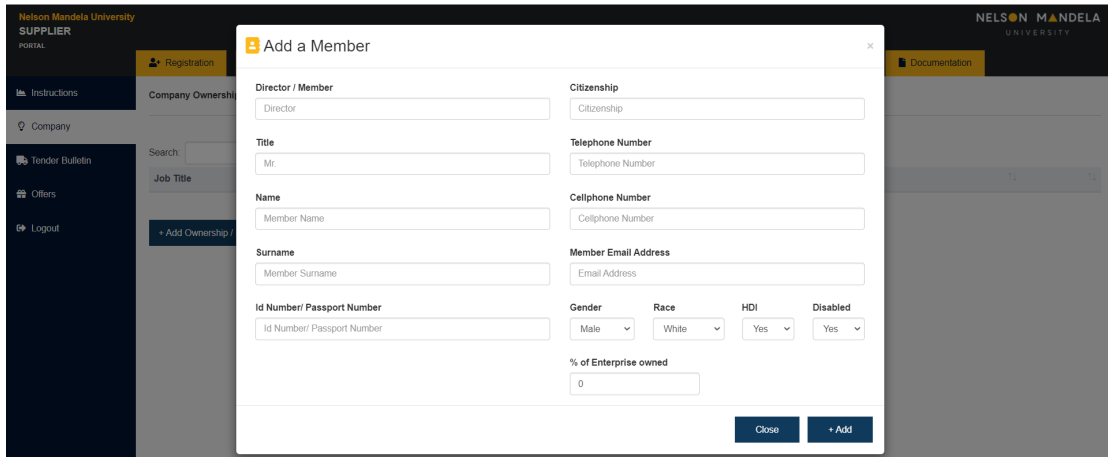
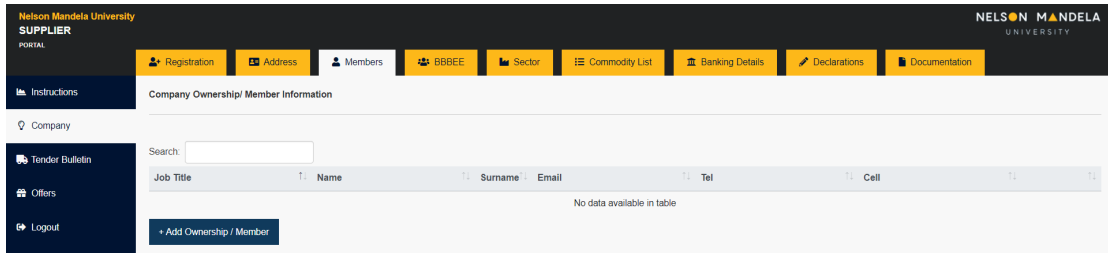
The screenshot shows the 'Address' tab in the Nelson Mandela University Supplier Portal. The 'Company Address Information' form includes the following fields:

- Website Address: www.companyname.co.za
- Telephone Number *: 041 581 0001
- Fax Number: 041 581 0002
- Email for Sales *: sales@companyname.co.za
- Email for Accounts/Remittance *: accounts@companyname.co.za
- Address 1 *
- Address 2 *
- City *: Gqeberha
- Province *: Eastern Cape
- Country *: South Africa

There is an 'Update' button at the bottom of the form.

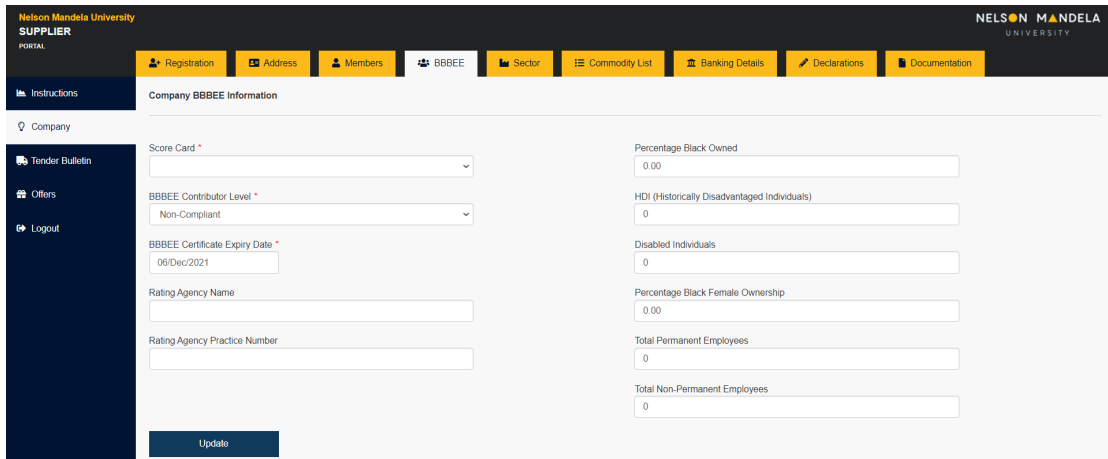
6) Members Tab

The company members screen allows you to enter company member information. Owner and director information can be maintained here. By clicking on the “Add Ownership / Member” button to add ownership or member information.



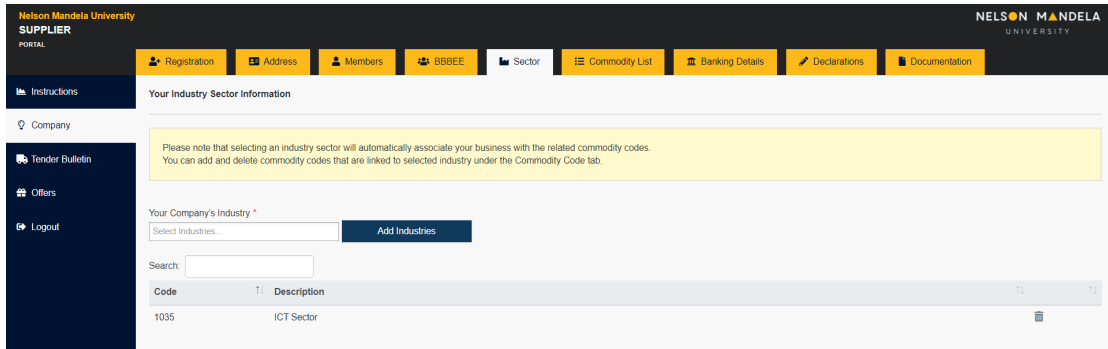
7) BBEE Tab

Add all your company BBEE information on this screen. All information is verified by NMU Procurement so please make sure the information is accurate and correct.



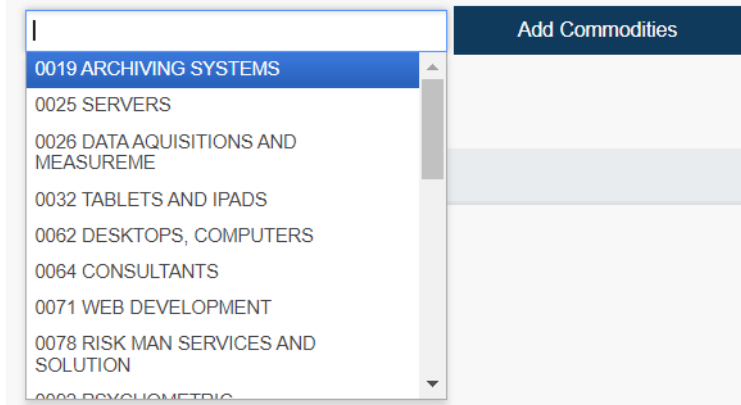
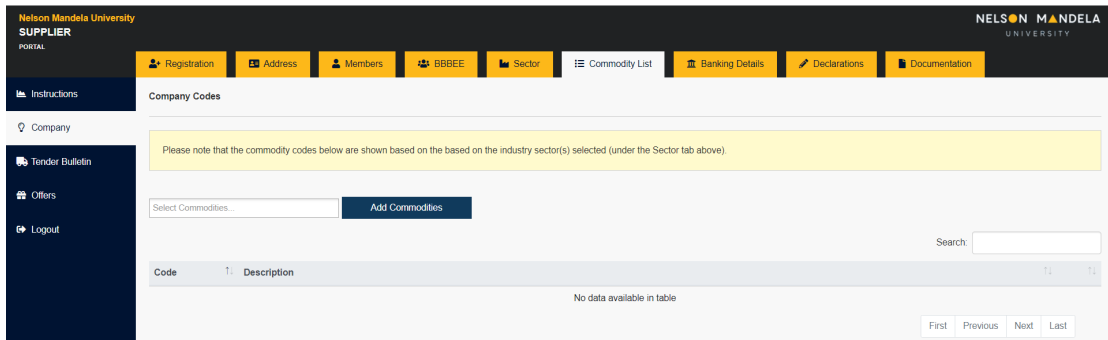
8) Sector Tab

The Sector tab is where you can add the company associated sector information. You may add a sector(s) by clicking on the “Add Industries” button.



9) Commodity List Tab

Please link all relevant commodities to your business on this screen. Typing in a commodity code or type will show a list. Pick the code that is most relevant to you. You can pick multiple commodity codes.



10) Banking Details Tab

The company's banking information must be captured and updated accordingly.

Nelson Mandela University SUPPLIER PORTAL

Registration | Address | Members | BBBEE | Sector | Commodity List | Banking Details | Declarations | Documentation

Company Banking Information

Bank *
--Select Bank--

Branch Code *

Account Holder *

Account Number *

Account Type *
--Select Account Type--

Update

11) Declarations Tab

Complete the supplier declaration by answering all the questions and submit then accordingly, by clicking the relevant submit button.

Nelson Mandela University SUPPLIER PORTAL

Registration | Address | Members | BBBEE | Sector | Commodity List | Banking Details | Declarations | Documentation

Code of Conduct for Service Providers *

As reflected in the Nelson Mandela University Code of Conduct, Nelson Mandela University is committed to high standards of integrity and sustainability. Nelson Mandela University has a zero-tolerance policy when it comes to unethical business behaviour, such as bribery, corruption and forced labour. We expect all our service providers to adhere to prescribed standards and to conduct their business ethically. As a service provider, you must comply with all applicable laws and regulations, the requirements set out in the Nelson Mandela University Service Provider Code of Conduct and your contractual obligations to us. This Nelson Mandela University Service Provider Code of Conduct defines the main principles underlying your business activities as one of our service providers.

A. Human rights
As a service provider to Nelson Mandela University, you shall:

- Uphold the principles of fairness and equality;
- Respect the personal dignity, privacy and rights of each individual;
- Refuse to make any person work against his or her will, and
- Prohibit behaviour including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative.

B. Fair labour conditions
You shall ensure fair labour conditions. In particular, you will:

- Refrain from employment discrimination based on gender, age, ethnicity, nationality, religion, physical health, union membership, political affiliation or sexual orientation;
- Respect the rights of employees to freely associate and bargain collectively;
- Not tolerate or use child labour in any stage of your activities other than in accordance with all applicable laws and regulations;
- Not use any forced labour, including but not limited to involuntary prison labour, victims of slavery and human trafficking and allow all employees the choice to leave their employment freely upon reasonable notice;
- Compensate employees fairly and follow local wage regulations and / or collective agreements, and where these do not exist, compensate employees so at the minimum they can meet their basic needs;
- Ensure that working hours, including overtime, do not exceed applicable legal requirements, and where such requirements do not exist, we recommend that working hours not exceed sixty hours per week including overtime; and
- Ensure that employees are allowed at least one uninterrupted day off per week.

C. Business ethics
You shall conduct your business in an ethical manner. In particular, you will:

- Refrain from any and all forms of corruption, extortion and bribery, and specifically ensure that payments, gifts or other commitments to Nelson Mandela University employees, and any other party are in compliance with applicable anti-bribery laws;
- Adhere to all applicable legislation and regulations, including anti-trust and other competition laws;
- Uphold good governance in alignment with relevant codes and frameworks, including the King code;
- Disclose to Nelson Mandela University information regarding potential conflicts of interest relating to your activities as a Nelson Mandela University service provider, including disclosure of any financial interest a Nelson Mandela University employee may hold in your business;
- Protect all confidential information provided by Nelson Mandela University and our respective business partners;

D. Secure business
You shall conduct your business in a secure manner. In particular, you will:

- Implement reasonable measures for minimising exposure of Nelson Mandela University to security threats such as terrorism, crime, pandemics and natural disasters;
- Take proactive measures to secure business continuity; and
- When visiting or working at Nelson Mandela University locations, abide by Nelson Mandela University's security procedures and report any security concerns to the appropriate Nelson Mandela University channels.

E. Procurement by service provider
You shall procure goods and services in a responsible manner. In particular, you will:

- Select your own tier one service provider providing goods or services directly or indirectly to Nelson Mandela University based on them agreeing to adhere to standards comparable to those set forth in this Nelson Mandela University Service Provider Code of Conduct; and
- When working at Nelson Mandela University locations, only subcontract work with prior consent from Nelson Mandela University.

F. Inspections and corrective actions
In order to ensure and demonstrate compliance with the Nelson Mandela University Service Provider Code of Conduct, you shall keep record of all relevant documentation, and provide to us supporting documentation upon request. To verify your compliance, we reserve the right to audit and inspect your operations and facilities, at our own cost and upon reasonable notice, with or without support of a third party. If the results of such an audit or inspection cause us to be of the opinion that you do not comply with this Nelson Mandela University Service Provider Code of Conduct, you shall take necessary corrective actions in a timely manner, as directed by us. If you fail to comply with this Nelson Mandela University Service Provider Code of Conduct, then we may take action against you, including suspending or terminating your activities as one of our service providers.

G. Access to remedy
In the context of our business relationship, if you or your employees believe that the terms of this Nelson Mandela University Service Provider Code of Conduct are not adhered to, or that Nelson Mandela University is not acting in accordance with its own Nelson Mandela University Code of Conduct, then we encourage you to raise your concerns via the Nelson Mandela University stakeholder reporting channels.

H. Health and safety
Worker health, safety, and well-being is important to the Nelson Mandela University. Service providers shall provide and maintain a safe work environment and integrate sound health and safety management practices into its business. Workers shall have the right to refuse unsafe work and to report unhealthy working conditions. The Nelson Mandela University will stop any Service Provider from executing unsafe work which is not in accordance with the relevant Occupational Health and Safety Act and relevant regulations, which poses a threat to the health and safety of employees, students, public or property. The Service Provider must take reasonable steps to ensure that his employees comply with the OHS Act and relevant Regulations. Where a Service Provider appoints a sub-contractor it is the Service Provider's responsibility to ensure compliance to the OHS Act and relevant regulations. The Service Provider must be registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993.

Nelson Mandela University SUPPLIER PORTAL

Registration Address Members BBBEE Sector Commodity List Banking Details Declarations Documentation

Instructions Company Tender Bulletin Offers Logout

Name of Director / Member / Owner in my capacity as Capacity hereby acknowledge your Code of Conduct by clicking this box

Submit Acknowledgement

Conflict of Interest Declaration *

It is recorded that the Nelson Mandela University is committed to sound Corporate Governance Practices and procedures in its SCM Policy therefore incorporate the overarching principles of sound Corporate Governance namely:

- Responsibility
- Accountability
- Fairness
- Transparency

In line with the aforesaid overarching principles of sound Corporate Governance the Nelson Mandela University considers the following as a conflict of interest

Conflict of interest
Any situation in which a member or connected person has an actual or potential interest that may impact negatively on the integrity or objectivity of the University, thereby causing prejudice to the University or undue or improper benefit to the individual, including situations where:

- a position of authority may be used to influence or to make decisions that lead to any form of financial or personal gain for that member or for his or her relations,
- financial or other personal considerations may compromise, or may have the appearance of compromising, a member's professional judgement in conducting or reporting research.

Interest: Includes but is not limited to:

- Commercial interest: Partnerships, firms, companies, close corporations, businesses or other organisation in which a pecuniary interest, fiduciary responsibility, personal participation or any other form of interest is substantial enough to be of significance, for example, holding the position of Executive Director or having more than 5% control (where 'control' means right to direct the affairs of a company as a shareholder, a member of the board of directors, by agreement or otherwise)
- Financial Interest: Anything of non-trivial monetary value, including, but not limited to, pay, commission, consultancy fees, equity interests, forgiveness of debt, property, royalties, intellectual property rights, gifts, discount, hospitality and services.
- Non-financial interest: This includes, but is not limited to, enhancement of a career, education or professional reputation, access to privileged information or facilities
- Relationship interest: A partner, a close personal friend and any other person with whom the member has a relationship which is likely to appear to a reasonable person to influence his/her objectivity

Any member or any connected person of such member may not conduct business, either directly or indirectly with Nelson Mandela University in the event of there being a conflict of interest, unless the approval of MANCO is obtained, and MANCO having considered the following facts:

the goods, products or services offered are unique;

Nelson Mandela University SUPPLIER PORTAL

Registration Address Members BBBEE Sector Commodity List Banking Details Declarations Documentation

Instructions Company Tender Bulletin Offers Logout

- the goods, products or services offered are unique,
- the supplier is the sole provider, and
- it is in the best interest of Nelson Mandela University to conduct such business.

Council members, members of sub committees of council and incumbents falling within peronnes level 1 – 4, may not conduct any business directly or indirectly with the Nelson Mandela University irrespective of whether a conflict of interest exists or not, due to the nature of the positions they occupy

Any person who has transgressed the paragraphs above will in future, without prejudice to any other remedy or recourse which the Nelson Mandela University may be excluded from rendering goods and services to the Nelson Mandela University

Connected Person - A person is deemed to be a "Connected Person" using the consanguinity and affinity linear diagrams and being within four degrees of connectivity

Member - Any person permanently employed or under contract to the University, registered students, council members, members of sub committees of council as well as any other persons engaged in activities on behalf of the University

Name of Director / Member / Owner in my capacity as Capacity hereby confirm on behalf of Name Company that there is **no** conflict of interest by clicking

Submit Declaration

OR

Name of Director / Member / Owner in my capacity as Capacity hereby confirm on behalf of Name of Company that **yes**, the following member/s is connected to

Name of Staff Member please select from dropdown the relationship of the connected person at the University Member

Submit Declaration

Current Declarations

12) Documentation Tab

You must use the Document tab to upload all company documentation, as indicated by the relevant icons. For any additional documentation that is relevant to your business, please add these at the bottom of the screen where it says "Other Document(s)". All documentation is viewed and verified by the NMU Procurement team.

Nelson Mandela University
SUPPLIER
portal

NELSON MANDELA
UNIVERSITY

Registration Address Members BBEE Sector Commodity List Banking Details Declarations Documentation

Instructions

Company Documentation


Company

Tender Bulletin

Offers


Logout

Proof of Registration Document *




Upload Registration Documentation

SARS Tax Compliance Status page (TCS) *




Upload TCS Documentation

BBBEE Certificate *




Upload BBBEE Documentation

Commodity Codes




Upload Commodity Codes

Bank account confirmation letter *




Upload Bank Documentation

Tax Registration Certificate *



Upload Tax Registration Certificate

Letter of Good Standing (COID)



Upload COID Documentation

Other Document(s)	Type
No data available in table	

[+ Add Other Document](#)

Once all your information has been captured, along with the mandatory documentation uploaded, please click on the button below to return to the dashboard and submit for review.

[Return to Dashboard and Submit to Procurement](#)