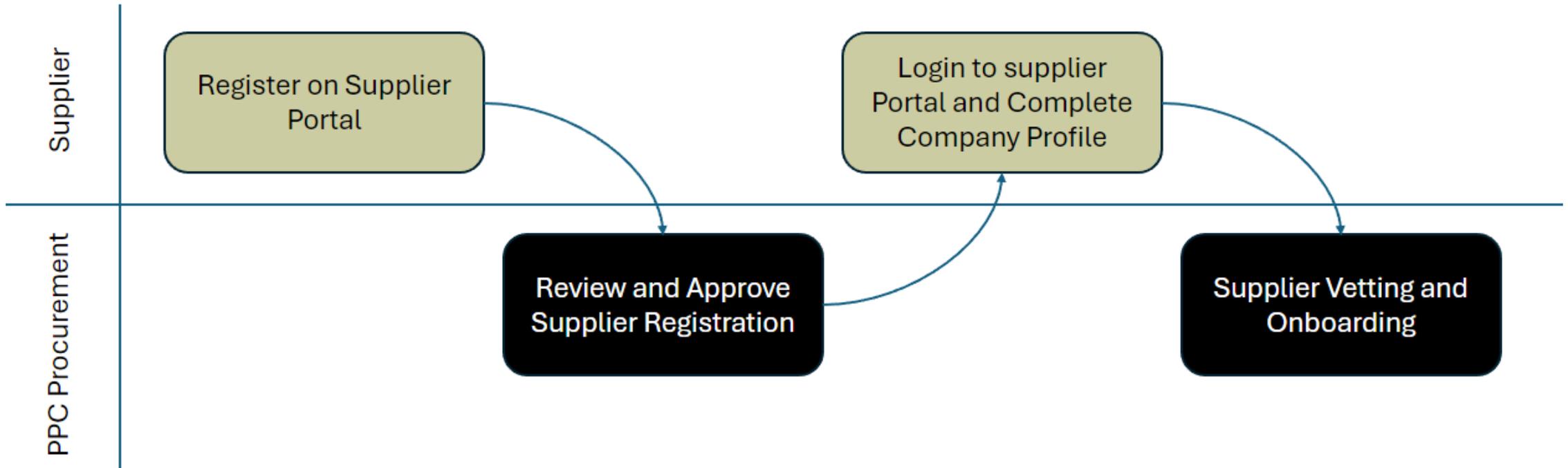


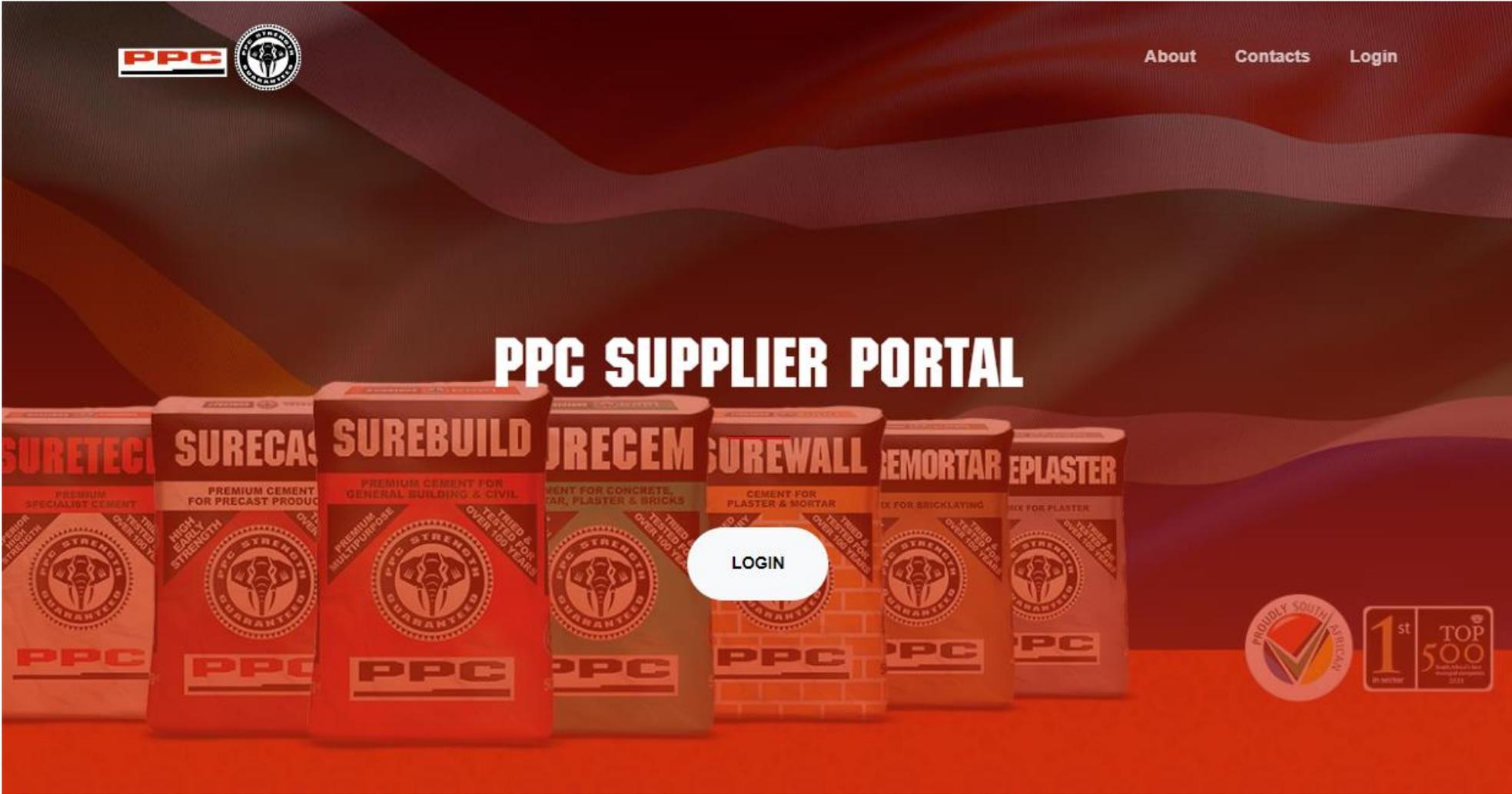
**Registration
and
Logging in
to the
PPC Supplier Portal**

PPC Supplier Registration And Onboarding Process



Where to Go

<https://procure.ppc.co.za>



Supplier Portal Registration



PPC

Login

[Forgot Username?](#)

[Forgot Password?](#)

[Click here to Register](#)

To get started:
Click on the **Click here to register** link

Please note that this registration does not automatically make you an approved PPC supplier – you are simply registering as a user of the PPC Supplier Portal.

Once you are registered and you have provided some key information, your information will become visible to our Buyers, and you may receive Requests for Proposals – if you bid on any of these and are successful, you will then be invited to begin the process of registering as an approved PPC supplier.

[PPC Standard Terms and Conditions](#)

[PPC Supplier Code of Conduct](#)

[Decline Terms and Conditions](#)

[Click here to Register](#)

Read through the following information then to continue:
Click on the **Accept** button



On this page you are required to fill in User and Entity details. Fields containing an Asterix (*) are mandatory.

Registration

User Information

First Name *

Last Name *

Work telephone

Cell number *

Confirm Cell number *

Email address *

Confirm Email address *

ID Type

ID Number *

Entity Information

Trading Name *

Registered Name *

Entity Country *

Vendor Number

VAT Number

Entity Type*

Registration Number *

Enter the User Credentials that will be used to log in to the Supplier Portal. The password can be changed at any stage by logging in using these credentials.

Password Requirements:

- Contains at least 1 uppercase letter
- Contains at least 1 lowercase letter
- Contains at least 1 number
- Contains at least 1 special character
- Minimum length of 2 characters
- Spaces will not be accepted

Username*

Password*

Confirm Password*

I'm not a robot

To submit this information:
Click on the **CREATE ACCOUNT** button



Registration

Thank you for registering on the web site.

Since you have registered with already existing Vendor information, the procurement department need to do some basic checks after which they will contact you. This may take a few hours.

Reference number is

[GO TO LOGIN](#)

Once the registration is complete, an e-mail will be sent to the e-mail address provided to confirm the registration.

Registration Request

Welcome to the vendor portal

Please use the username and password you specified when registering on the vendor portal

The link is: <https://procure.ppc.co.za//SLVP/login.aspx>

This is an automated email. This mail account is not monitored. Please do not reply to this email.

Landing Page

-  Vendor Portal
-  Home
-  Dashboard
-  Company Details
-  RFX(s) / Tender
-  Contracts ▾
-  Catalogue
-  Quote History

Vendor Portal

After Logging in for the first time, the following popup will be displayed, showing which sections need to be completed.

Must Acknowledge Already Acknowledged

Notification Subject	Level	Link to Open
Registration Request	Company	OPEN

Create Filter

Company Details

Your company details are incomplete. Please update the incomplete sections below and go to the final declaration section and click submit.

Section	Completed
Company / Entity Details	--
Services	--
Standard T&Cs	--
Locations	--
Bank Details	--
BEE	--
Directors	--
Supporting Documents	--
Declaration	--

CLOSE

To proceed:
Click on the **CLOSE** button

Getting Started

-  
-  Home
-  Dashboard
-  Company Details
-  RFX(s) / Tender
-  Contracts ▾
-  Catalogue
-  Quote History

Vendor Portal

Company / Entity Details

Introduction

- Company / Entity Details —
- Services —
- Standard T&Cs —
- Locations —
- BEE —
- Directors —
- Supporting Documents —
- Declaration —

0/9 sections completed

The sections with ticks(✓) are complete and sections with a dash(—) are incomplete

Introduction

Section	Completed
Company / Entity Details	—
Services	—
Standard T&Cs	—
Locations	—
Bank Details	—
BEE	—
Directors	—
Supporting Documents	—
Declaration	—

NEXT >

To begin filling out company information:
Click on the **NEXT** button

Company Details

Vendor Portal

Company / Entity Details

Introduction

Company / Entity Details

Services

Standard T&Cs

Locations

BEE

Directors

Supporting Documents

Declaration

☰ 0/9 sections completed

Company / Entity Details

Entity Type

Trading Name

Registered Name

Registration Number

Non Profit Registration Number

Date Company Registered: 07 Mar 2024

Website

Company Nationality: SOUTH AFRICA

Company Location: SOUTH AFRICA

VAT Registered: No

* Note: Mandatory if turnover > R 1 000 000

Tax Compliance Pin Number

SAVE

< PREVIOUS

NEXT >

Fill in all applicable details

To save answered questions and continue at a later stage: Click on the **SAVE** button

To continue: Click on the **NEXT** button

Services

Vendor Portal

Company / Entity Details

- Introduction
- Company / Entity Details ✓
- Services ✓
- Standard T&Cs -
- Locations -
- BEE -
- Directors -
- Supporting Documents -
- Declaration -

Services

You selected the following:

- Cement

You have been approved for the following:

EDIT SERVICES

PREVIOUS

To update services offered:
Click on the **EDIT SERVICES** button

To select the services offered:
Expand the **Category** Tree and
Tick the relevant services

To continue:
Click on the **NEXT** button

Services

Please select the Materials and Services which your company is able to provide.

If you are unable to find the Materials and Services that you are looking for please send a request to add the materials or service

- CATEGORY
 - GOODS
 - Information Technology (IT) - Hardware
 - Maintenance Repairs and Operations Spares (MRO)
 - Marketing and Advertising - Promotional Items
 - Production Materials
 - SERVICES
 - Accounting, Financial & Advisory Services
 - CEO & CFO Office
 - Conveyor Belt Splicing
 - Environmental & SHE
 - Facilities Management Services
 - Group Risk & Assurance
 - Human Resources (HR) Services

You have been approved for the following

- SERVICES\Plant Maintenance Services\Cons

PREVIOUS

NEXT

Standard T&Cs

Vendor Portal

Company / Entity Details

- Introduction
- Company / Entity Details ✓
- Services ✓
- Standard T&Cs** —
- Locations —
- BEE —
- Directors —
- Supporting Documents —
- Declaration —

☰ 2/9 sections completed

? Standard T&Cs

I hereby acknowledge my agreement and acceptance of the standard terms and conditions (*PPC_Standard_Terms_and_Conditions.pdf*) found on the **Supporting Documents** Section, under **Important Documents to Read**

Yes

No

I hereby acknowledge my agreement and acceptance of the supplier code of (*PPC_Supplier_Code_of_Conduct.pdf*) found on the **Supporting Documents** Section, under **Important Documents to Read**

Yes

No

SAVE

Fill in answers to any questions if required then to continue: Click on the **NEXT** button

Locations

Vendor Portal

Company / Entity Details

Introduction

Company / Entity Details ✓

Services ✓

Standard T&Cs ✓

Locations -

BEE -

Directors -

Supporting Documents -

Declaration -

☰ 3/9 sections completed

📍 Locations

Location Type

Primary Location

Division/Branch Name

Physical Address

Tip: Click Add/Edit to view map - the physical address must be selected from the map

ADD/EDIT

Degrees Minutes Seconds Direction

PS Longitude

1

0

0.00

West

GPS Latitude

1

0

0.00

South

Service Delivery Information



Click on "man" icon and drag onto map to view with "Street View"

To Edit the Physical address:
Click on the **ADD/EDIT** button

Service Delivery Area

+ ADD NEW SERVICE DELIVERY AREA

To add a **Service Delivery Area**:
Click on the **ADD NEW SERVICE DELIVERY AREA** button

Service Delivery Information

Service Delivery Information

Name

Description

Service Delivery Type **No Charge**

Service Delivery Type of No Charge is the normal service delivery area which you are able to service without any charge.

-- Cement



Click on "man" icon and drag onto map to view with "Street View"

 **SAVE**

 **CLEAR POLYGON**

< BACK

SAVE & CONTINUE

Fill in the form and then
Select an area using the polygon

Use the gray dots to add corners
and the white dots to control an
entire point
The polygon can be cleared by
clicking **CLEAR POLYGON**

To continue:
Click on the **SAVE & CONTINUE** button

Locations

Physical Address

Street Number	<input type="text"/>
Street Name	<input type="text"/>
Building Estate Line	<input type="text"/>
Additional Address line	<input type="text"/>
Suburb	<input type="text"/>
City	<input type="text"/>
Country	South Africa (ZA) <input type="button" value="v"/>
Region	(Select) <input type="button" value="v"/>
Postal Code	<input type="text"/>

Postal Address

	<input type="button" value="COPY FROM ABOVE"/>
Postal Address	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Suburb	<input type="text"/>
City	<input type="text"/>
Country	South Africa (ZA) <input type="button" value="v"/>
Postal Code	<input type="text"/>

Fill in your **Physical address** details

If the **Postal Address** matches the **Physical Address**, click on the **COPY FROM ABOVE** button. Otherwise, fill it in manually

Contact Details

Order Details

Name

Email

Cell Number

SA ▼

Telephone Number

SA ▼

Fax Number

SA ▼

Fill in the **Order Details**

Contact Person for Financial Enquiries

+

General Manager Details

+

Contact Person for Financial Enquiries

-

COPY FROM ORDER DETAILS

Name

Email

Cell Number

SA ▼

Telephone Number

SA ▼

Fax Number

SA ▼

If the 'Order Details' is the same for the remaining contacts:
Click on the **COPY FROM ORDER DETAILS** button to duplicate the order details, otherwise fill in the details manually

Managing Branch Locations, After Hours & Unavailable Dates

After Hours Details

Are you Available on Saturdays?

Are you Available on Sundays?

Do you provide After Hours services?

Do you have different contact details for After Hours services?

After Hours Name

After Hours Email

After Hours Cell Number

After Hours Telephone Number

Fill in After Hours Details

Bank Details

Bank Details

Fill in the **Bank Details**

Bank Account Name

Bank Account Type

(Select)



Bank Name



Bank Branch Name

Bank Branch Number

Bank Account Number

Proof of Banking Details

UPLOAD ATTACHMENT

To add proof of banking details
Click on the **UPLOAD ATTACHMENT** button

Declaration: I, being duly authorised, hereby confirm that I have the authority to request

change Bank Account Details and that I declare that the bank account details provided herein are indeed in the name of the entity as stated above. I further declare that the entity has not ceded over any rights to any third party to receive payments to or from any third party and / or signed over any "power of attorney" to a third party.

+ ADD DIVISION/BRANCH

MANAGE UNAVAILABLE DATES (Eg. Public holidays or seasonal holidays)

SAVE

To Add a division/branch:
Click on the **ADD DIVISION/BRANCH** button

To manage **Unavailable Dates**:
Click on the **MANAGE UNAVAILABLE DATES** button

To continue:
Click on the **NEXT** button

< PREVIOUS

NEXT >

BEE and BBBEE

Vendor Portal

Company / Entity Details

- Introduction
- Company / Entity Details ✓
- Services ✓
- Standard T&Cs ✓
- Locations -
- BEE -**
- Directors -
- Supporting Documents -
- Declaration -

☰ 3/9 sections completed

BEE and BBBEE

+ ADD NEW BEE AND BBBEE INFORMATION

< PREVIOUS **NEXT >**

% Black Owned: 0

% Black Woman Owned: 0

Enterprise Type: (None) ▼

BBBEE Level: (None) ▼

Rating Agency: (None) ▼

Valid From Date: 07 Mar 2024

Expiry Date: 07 Mar 2025

Verification Date: 07 Mar 2024

Supporting Document Type: (None) ▼

Choose File No file chosen

In cases where a Vendor is classified as Exempted Micro Enterprise in terms of the Revised Codes Of good practice (RCoGP) the Vendor shall supply us with a sworn affidavit signed by a commissioner of oath.

BEE Ownership claims will have to be supported by certified copies of shareholding certificates or a valid BBBEE Certificate which has been issued by a SANAS.

BBBEE claims in terms of the Codes of Good Practice will have to be supported by a valid BBBEE Certificate which has been issued by a SANAS,

All Vendors excluding Exempted Micro Enterprises as per the Codes of Good Practice, are expected to have their BBBEE contribution level in terms of the Codes of Good Practice verified by a SANAS at their own cost annually.

Should the Vendor supply a BBBEE certificate which has not been issued by a SANAS, the Vendor status for ownership will be obtained from the Share Holding certificate, but the Contribution level will be classified as Non-Contributor.

In cases where no Ownership Certificates are available, the Ownership Status will be classified as

CANCEL **ADD**

**To update BEE information:
Click on the **ADD NEW BEE AND BBBEE INFORMATION** button**

**To upload Supporting Documentation:
Click on the **Choose File** button and select the file to attach**

**To add the BEE record:
Click on the **ADD** button**

Directors and Related Parties

Vendor Portal

Company / Entity Details

- Introduction
- Company / Entity Details ✓
- Services ✓
- Standard T&Cs ✓
- Locations -
- BEE -
- Directors** -
- Supporting Documents -
- Declaration -

☰ 3/9 sections completed

Directors and Related Parties

• Please submit at least one Director that is a Natural Entity

+ ADD DIRECTOR/OWNER OR RELATED PARTY

All natural persons/legal entities who have an ownership stake in the company or who are directors of the Vendor must be listed.
If you have multiple owners/directors you need to save each owner's/director's details by selecting "Add Director/Owner or Related Party"

< PREVIOUS

NEXT >

+ Add Owner/Director or Related Party Details

Type	<input type="text" value="Person"/>
First Name	<input type="text"/>
Surname	<input type="text"/>
Birth Date	<input type="text" value="07 Mar 2024"/>
ID Type	<input type="text" value="South African ID Number"/>
ID Number/Passport Number	<input type="text"/>
Is SA Citizen	<input checked="" type="checkbox"/>
Ethnic Group	<input type="text" value="(None)"/>
Gender	<input type="text" value="(None)"/>
Disabled	<input type="checkbox"/>
Foreign Investor	<input type="checkbox"/>
Foreign Investor Detail	<input type="text"/>
Country of Residence	<input type="text" value="SOUTH AFRICA"/>
% Shareholding	<input type="text"/>
Cell Number	<input type="text"/> SA <input type="text"/>
Tel Number	<input type="text"/> SA <input type="text"/>
Fax Number	<input type="text"/> SA <input type="text"/>
Email	<input type="text"/>

SAVE

CANCEL

SAVE & CONTINUE

To Add Director details:
Click on the **ADD DIRECTOR/OWNER OR RELATED PARTY** button

Complete the relevant details on this screen then
to continue:
Click on the **SAVE & CONTINUE** button

Supporting Documents

Vendor Portal

Company / Entity Details

- Introduction
- Company / Entity Details ✓
- Services ✓
- Standard T&Cs ✓
- Locations -
- BEE -

Supporting Documents

Important documents to be read

Filename	Description	
PPC_Supplier_Code_of_Conduct.pdf		VIEW
PPC_Standard_Terms_and_Conditions.pdf		VIEW

To view or add documents:
Click on the **ADD** or **VIEW** buttons

Please attach the following documents as per grid below

	Attached	Mandatory	
Disclosures of Beneficial Interest	Yes	Yes	+ADD
Ownership Certificate (CIPC)	No	Yes	+ADD
Proof of Banking Details	No	Yes	+ADD
Securities Register	No	Yes	+ADD
Tax Clearance Certificate (for VAT Registered Suppliers)			+ADD

+ADD OTHER ATTACHMENT

Note: To upload attachments, please ensure you are using Google Chrome or Microsoft Edge. Only pdf, jpg, png and tif file formats accepted. M

< PREVIOUS **NEXT >**

Once the required/mandatory attachments have been **added**
Click **NEXT** to continue

Required Documents are marked **Yes** under **Mandatory**

To add attachments not listed above:
Click on the **ADD OTHER ATTACHMENT** button

Declaration

Declaration

Designation

I confirm the company registration number and VAT number are correct as per information below. Should my bid submission be successful these are the numbers that will be displayed on my TAX invoice.

Registration NO: 2024/123456/07

VAT NO: Not registered
for VAT

- I am a duly authorised representative of the company
- The information furnished is true and correct

[< PREVIOUS](#)

SUBMIT

Fill in the Designation

All sections should have a tick once they are completed

Complete the confirmations and Click on the **Submit** button

Company / Entity Details	
Introduction	
Company / Entity Details	✓
Services	✓
Standard T&Cs	✓
Locations	—
BEE	—
Directors	—
Supporting Documents	—
Declaration	—

☰ 3/9 sections completed

Thank You

Support

Email: Procure@ppc.co.za