



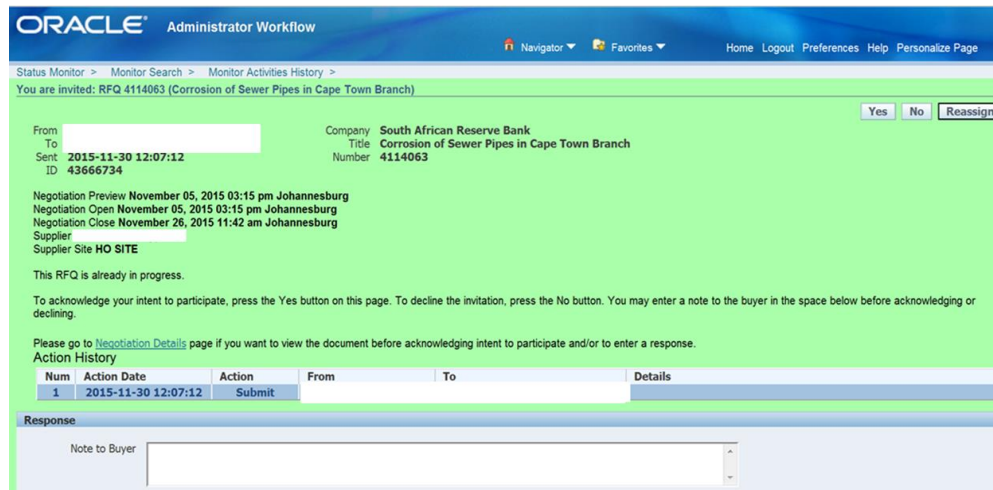
# Guide to Accessing the SARB e-Sourcing Supplier Portal

The following page maps out the various steps required to access and view the guidelines which have been provided within the eSourcing Supplier Portal.

Suppliers will be provided with brief training by the Sourcing Consultants via a webinar. In addition, these tutorials can be reviewed independently.

## Step 1: Invitation from Sourcing Consultants

The Sourcing Consultants running the event will select the suppliers to be invited for a closed sourcing event such as an RFI, RFP, RFQ or eAuction, etc. Once the supplier is invited he or she will receive the following system generated e-mail from SARB regarding the event:



Use the username and Password that you have received via the SARB eSourcing Supplier Portal

If you have forgotten your Username and password send an e-mail to:

[sarb-procurement@resbank.co.za](mailto:sarb-procurement@resbank.co.za) for password reset.

## Step 2: Log-in and Navigation

1. Please note that SARB uses Internet Explorer however the following are also compatible – **ERP to provide**
2. Enter the internet browser and navigate to [https://erpweb.resbank.co.za/OA\\_HTML/AppsLogin](https://erpweb.resbank.co.za/OA_HTML/AppsLogin)
3. Log in to SARB eSourcing Supplier Portal using the user details & password provided in the email sent as per Step 1.
4. Click on Login.
5. Click on Guidelines on the extreme right hand side to view all the topics covered.
6. Click on the topics to view the details provided.
7. SARB Point of Contact:

**1<sup>st</sup> Line support:** Category Manager/Sourcing Consultant responsible for the event.

**2<sup>nd</sup> Line Support:** [sarb-procurement@resbank.co.za](mailto:sarb-procurement@resbank.co.za)

### Other useful/ associated documents:

- a. SARB eSourcing Supplier Portal Navigation and Troubleshooting Guide
- b. SARB eSourcing - FAQ



Note that suppliers will receive access to the e-Sourcing Portal **ONLY** by invitation. Suppliers who currently are not registered as suppliers to SARB should navigate to **Becoming a SARB Supplier**