

SOUTH AFRICAN RESERVE BANK

eSourcing Profile Management

Contents

Procedure for Supplier Profile Update Requests ..... **Error! Bookmark not defined.**

South African Reserve Bank ..... **Error! Bookmark not defined.**

I. PURPOSE 3

II. PROCEDURE / STEPS 3

I. PURPOSE

The purpose of this document is to illustrate to suppliers the correct steps on how to maintain their supplier information using the iSupplier portal.

II. PROCEDURE / STEPS

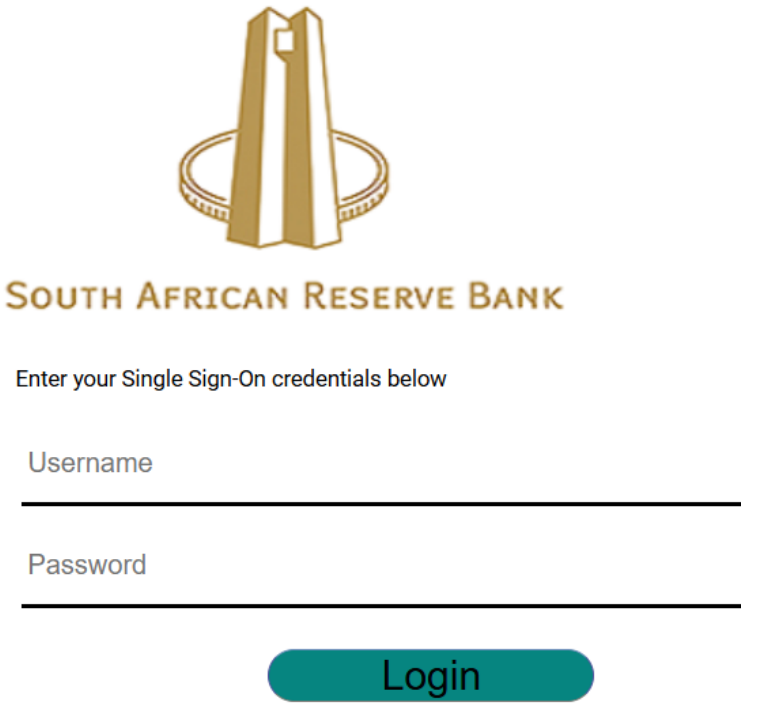
Step 1: Accessing the SARB eSourcing application for the first time

Use the below link to access the correct eSourcing portal page.

https://erpweb.resbank.co.za/OA_HTML/AppsLogin

Step 2:

Once you've clicked on the link you will see the below login screen. It is advisable to save the link to your browser favourites. If the login screen does not appear, you may contact the SARB Procurement Helpdesk on +27 800 777 007 or SARB-Procurement@resbank.co.za.

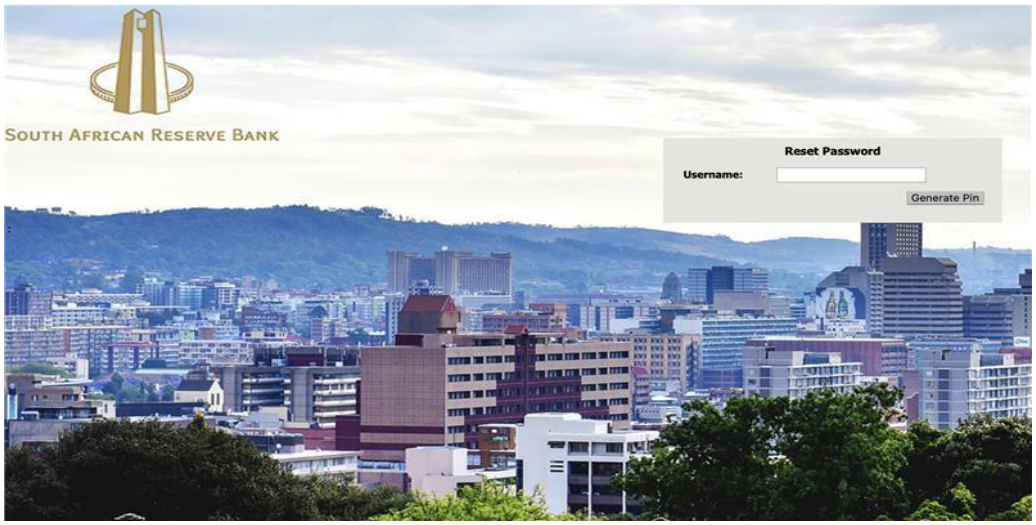


Step 3:

Click on Forgot Password to create your password

Step 4:

On the Reset password page, please enter your email address on the username field then click on generate pin.



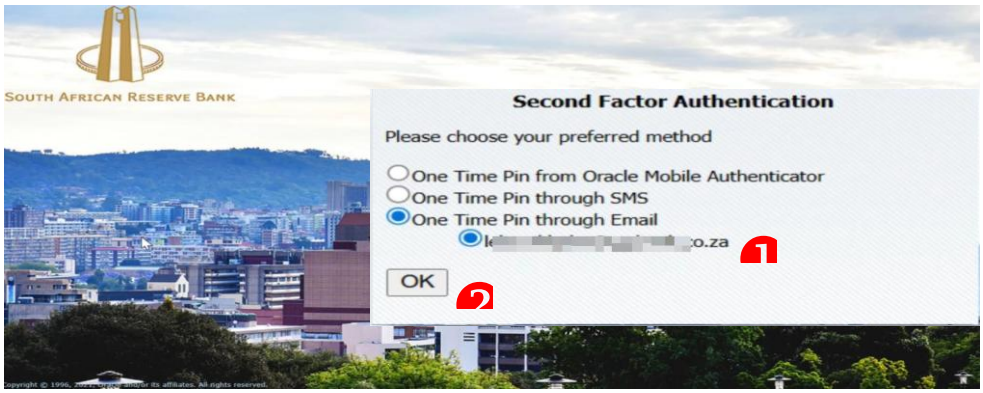
Step 5: On the Authentication page

Click on *'One-Time PIN via Email'*

Select the option to receive a one-time PIN (OTP) through your registered email address.

Step 6:

Click on 'OK' *Confirm your selection by clicking the OK button*



Step 7:

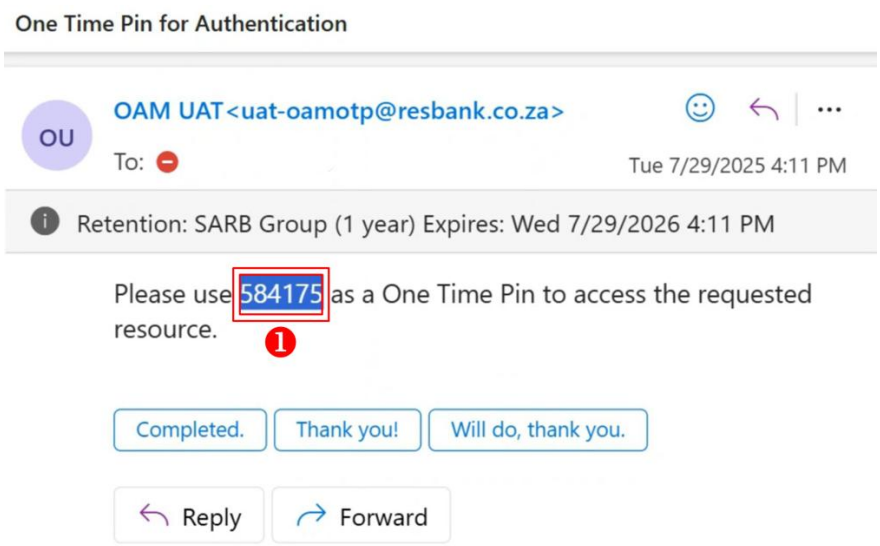
You will receive a one-time password (OTP) via your registered secure email.

Copy the OTP number from the email and paste it into the OTP field on the system.

Step 8:

The OTP is a six-digit number sent to your registered secure email address.

It is used to verify your identity during the password reset process.



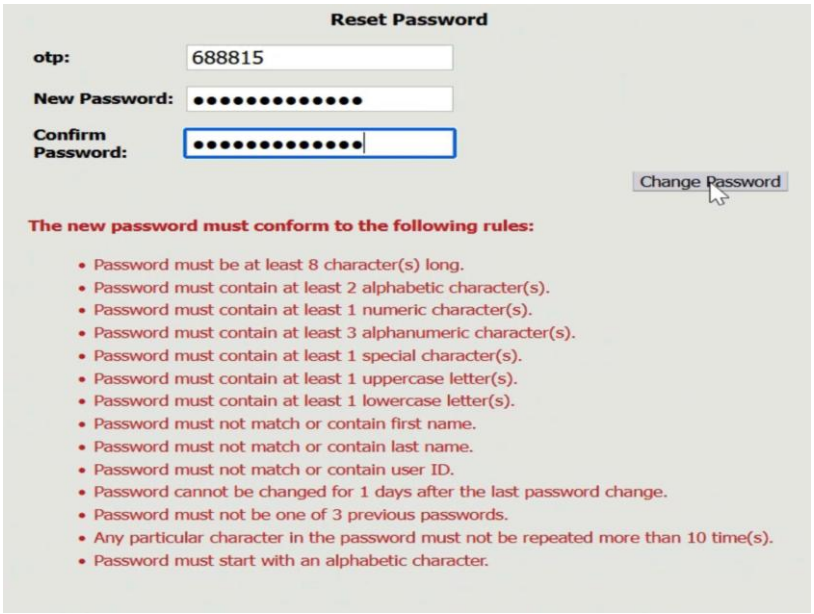
Step 9: After entering the OTP in the OTP field:

Type your new password (Enter a new password in the 'New Password' field.)

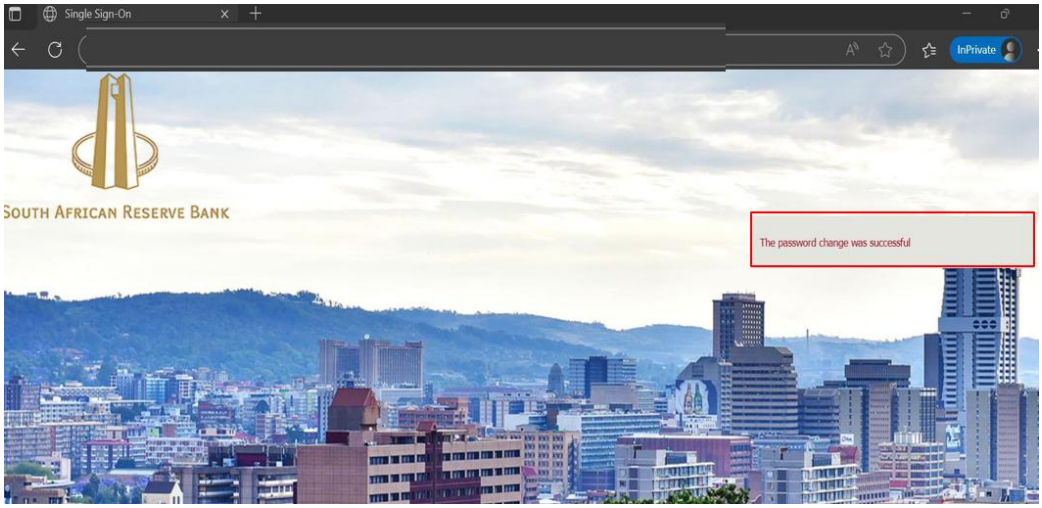
Confirm your new password

Re-type the same password in the 'Confirm Password' field to ensure accuracy.

Note: Your new password must meet the security requirements highlighted on the screen (minimum length, special characters, etc.). Be sure to follow all listed password rules exactly as shown in the screenshot.

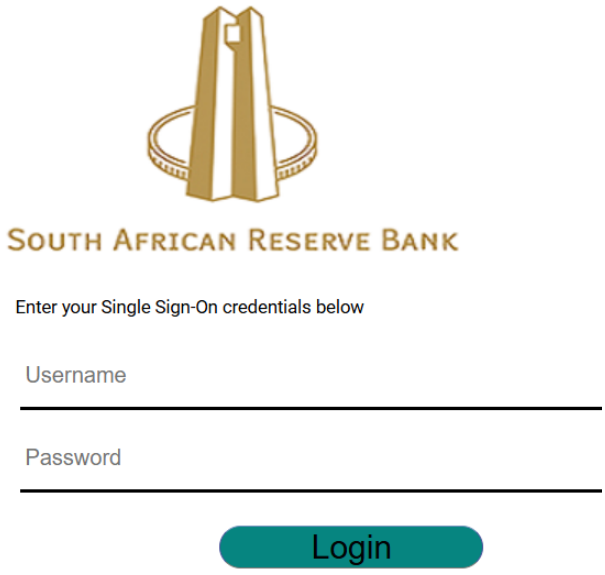


Step 10: After resetting your password, a password change was successful' message will appear to confirm that your password has been updated.

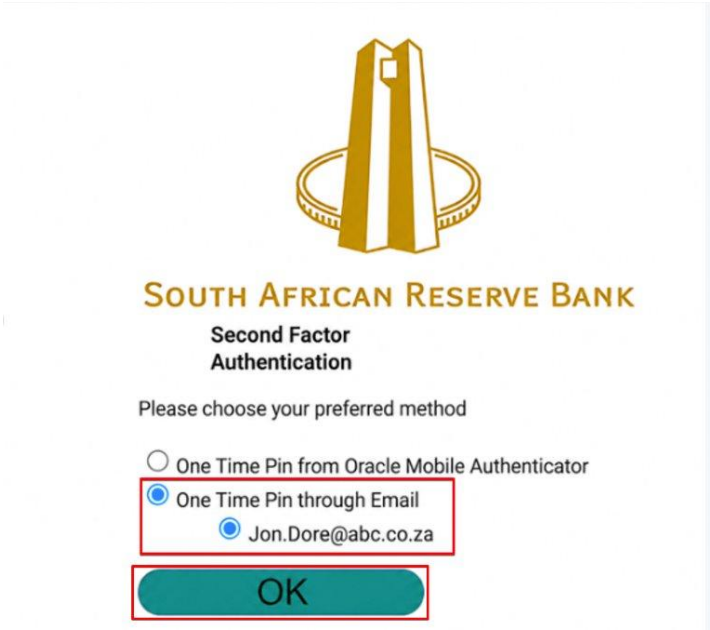


Step 11: Once the password was successfully changed

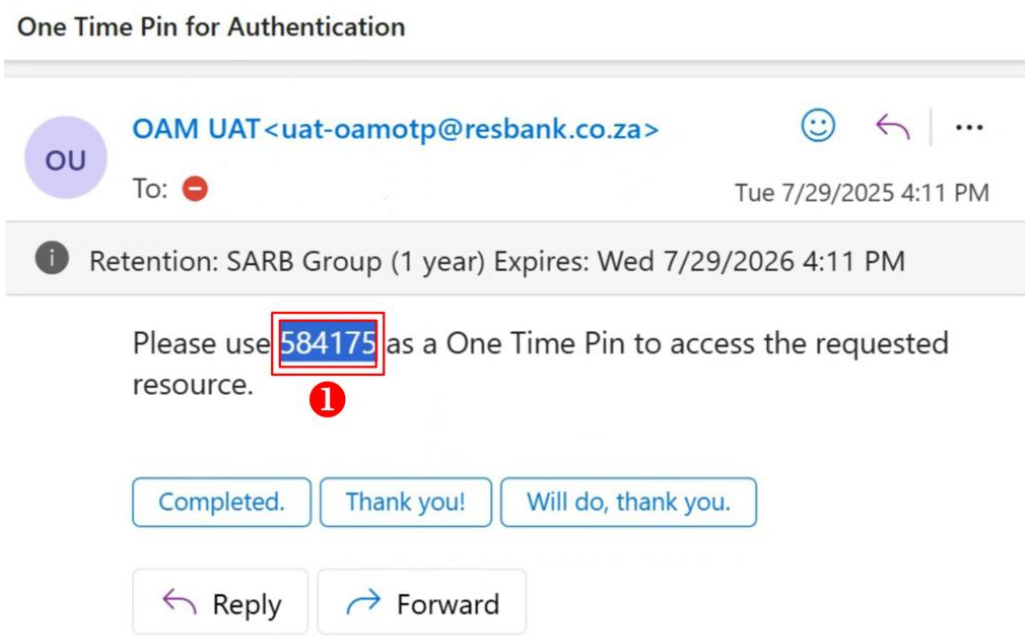
Step 12: Login to the eSourcing portal by entering your username (e-mail address) and your newly created password.



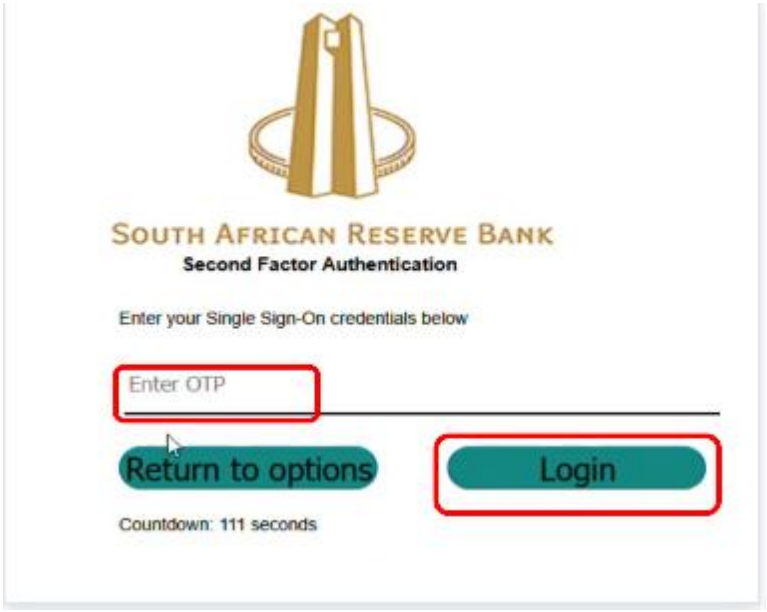
Step 13: Choose the **radio button**, then select your **registered email address** from the list and Click OK



Step 14: A 2nd OTP will be sent to your **registered email address.**

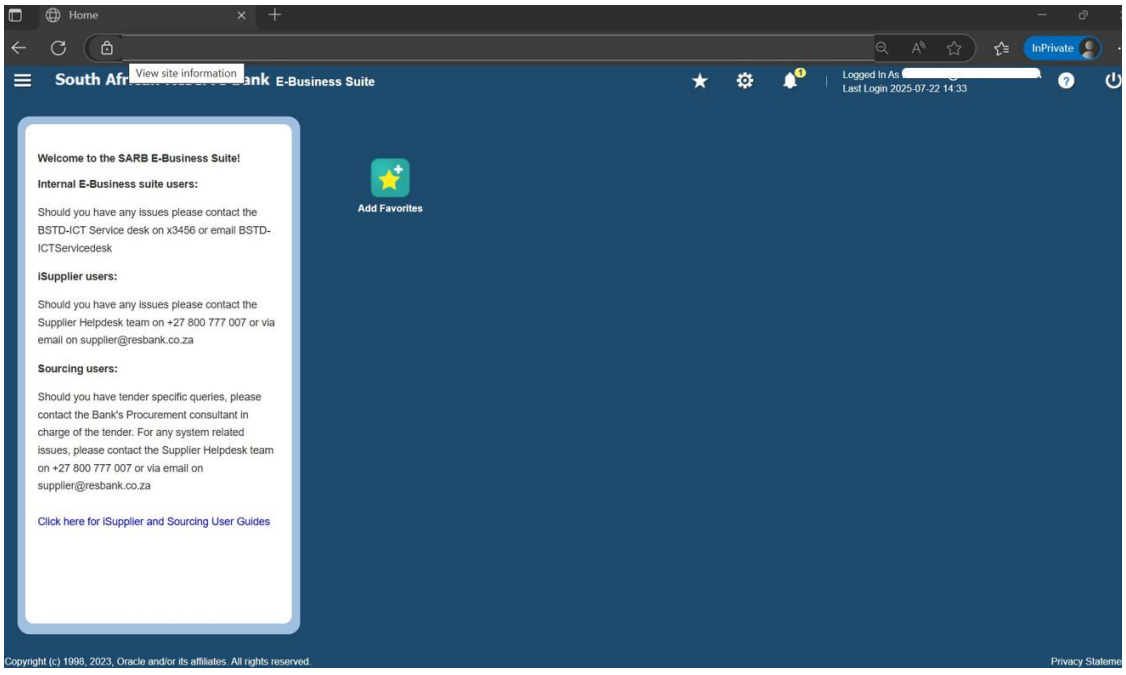


Step 15: Type the PIN into the "**Enter OTP**" field on the screen and Click on Login.



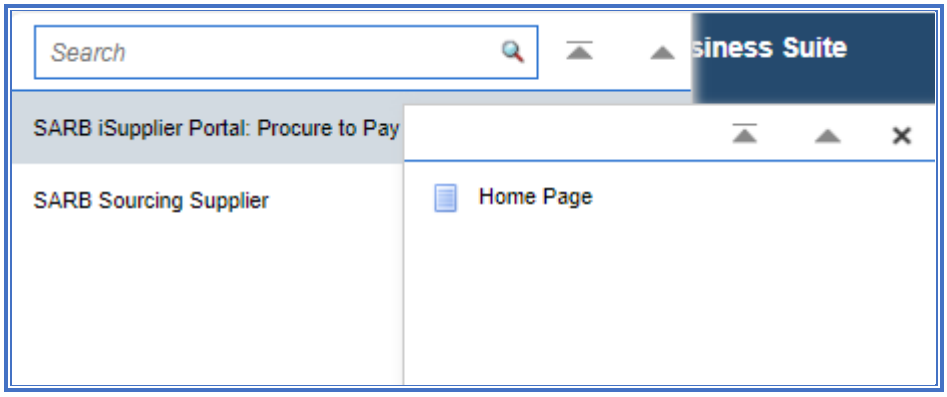
Step 16: On the landing page:

Click on the menu button (on the top left)

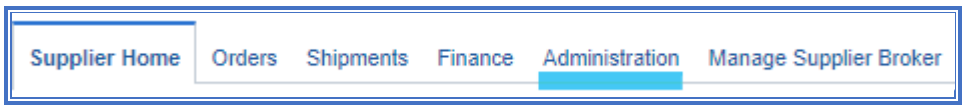


Step 17: Navigation

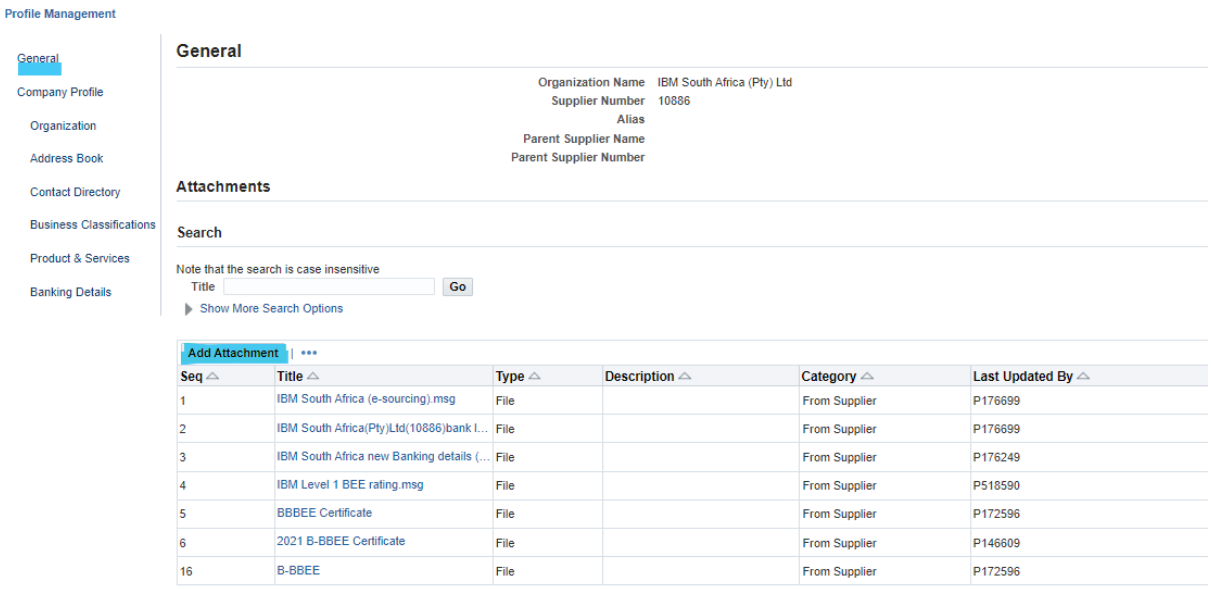
17.1 Please click on the menu button  (on the top left)
17.2 Click SARB iSupplier Portal: Procure to Pay
17.3 Click Home Page.



Step 18: Click on Administration



Step 19: To upload documents and update your address and contacts, Click on the corresponding tabs on the left menu bar.



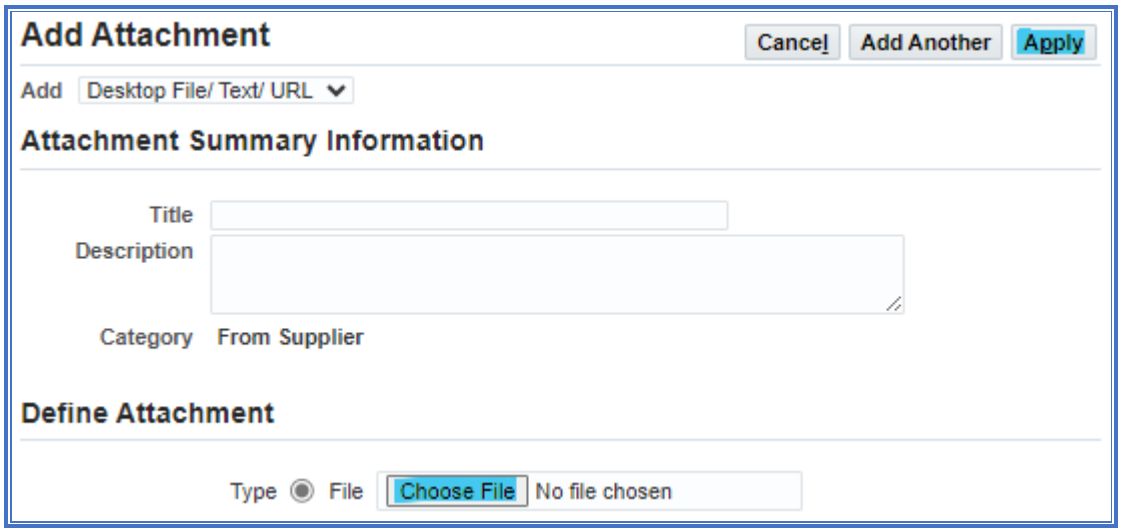
Step 20: To add the attachments:

20:1 Click on Add Attachment

20:2 Add the title of the attachment, you may add a description for clarity.

20:3 Click on Choose File Choose File No file chosen

20:4 Once the file has been selected, click on Apply



Step 21: To add the address,

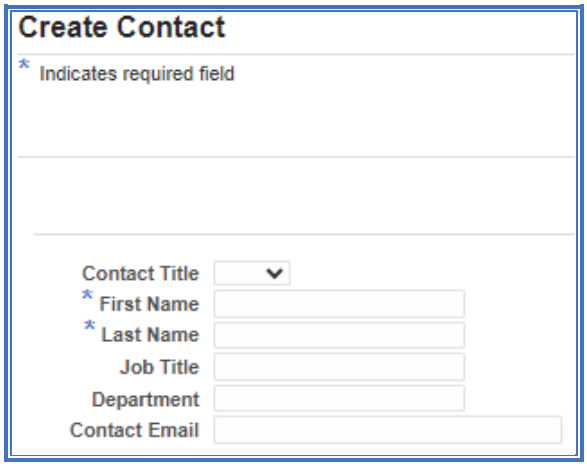
21.1 Click on **Address Book**

21.2 **Click Create** and populate the supplier's address details

21.3 Click **save**



Step 22: Click on **Contact Directory**
22.1 Click Create and populate the supplier's contact details



Step 23: Click on **Business Classification** the follow the below sub-steps

23.1 To populate the B-BBEE information:

- Ensure that the B-BBEE certificate is valid
- The document can either be a certificate or a sworn affidavit
- Click on Applicable
- Enter the Certificate number if it's a B-BBEE Certificate or Company Registration Number if it's a sworn affidavit.
- Enter the Certifying Agency for B-BBEE Certificate
- Enter the certificate's expiry date
- Save

23.2 To populate the Tax Clearance Certificate / Compliance Status PIN information:

- Ensure that the Tax Clearance Certificate is valid
- Enter the Company Registration Number
- Enter the certificate's expiry date
- Save

