PETROSA
NEW ONLINE REGISTRATION
OF
SUPPLIERS
AND
UPDATING OF
EXISTING SUPPLIER
INFORMATION
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PetroSA Registration is a two-phased approach

**Phase 1 - Supplier Self- Registration CSD Process**

2. Follow the steps as indicated below:

If you require any assistance with **Phase 1**, please contact the **CSD National Support** on **012 406 9222** or email **csd@treasury.gov.za**. You can also obtain additional Provisional Support Contact details by going to **[https://secure.csd.gov.za/Feedback/ProvincialContacts](https://secure.csd.gov.za/Feedback/ProvincialContacts)**.
Phase 2 - Supplier Self-Registration PetroSA Process

1. [www.procurement.petrosa.com](http://www.procurement.petrosa.com) then click on “Login”

2. Login using

   Username: MAAA...
   User Code: MAAA...
   Password: newuser

If you require assistance with your login details, please contact support on 012 663 8815 or email support@intenda.net
3. Click on Continue

4. You will be prompted to change your password. After changing our password, please click on “Change” button to proceed.
5. You will be taken to the landing page. Please click on “Registration” link to proceed to the 2nd Phase registration wizard.
1. This takes you to the 7 step registration wizard. As each step is completed, the robot light changes to green. This change is driven by the completion of all mandatory fields or actions in each step. If there no mandatory field or action in a step, then the step will automatically turns green. Please click on Step 6. **If you are a local supplier** please complete the required BEE information then click on “Save”. Also complete the other fields if applicable to you, then click on “Save”.

You will get a message “saved successfully” when your information is saved.

2. Use the scroll bar on your right to scroll to the bottom of your screen to view list of documents required where applicable to you.
3. Attach your required documents by clicking on “**Manage Attachments**”, top left corner of your screen

![Supplier Master](image1)

**Statutory Requirements**

![SAVE | DELETE | MANAGE ATTACHMENTS](image2)

4. Click on “**Clear**” top left of your screen, then click in the **Description field**. Type in your document description (e.g. BEE certificate 2018) then click on “**Upload**”. upload your document and click on save.

![Attachments](image3)

Select the document from your source directory folder and click on “**Open**”, then click on “**Save**”. (Or **double click** on your source document)
You will get a message “saved successfully” when your document is saved and you will be able to see the saved document record at the bottom of your screen.

PS: When you attach more than one document (e.g.: BEE certificate and profile), remember to Click on “Clear” before uploading your next document.

5. Click on Step 7 then indicate if you have a “Conflict of Interest” or not. If you have conflict of interest, please select “Yes” indicator and type the declaration. If not, please select “No” indicator, then click on “Save” button to proceed.
This marks the end of the registration process on the supplier side. All the next actions will be undertaken by the Database Administrator to vet and verify the information submitted.

Although the Database Administrators do monitor accreditation statuses on a regular basis, you are advised to contact PetroSA on 021 928 4731 and advise the Tender Consultant (Contact can be found on the online tender) if your status precludes you from tendering online or your BEE status is not vetted.