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SUPPLY CHAIN MANAGEMENT UNIT

CIRCULAR - 003 /2019

TO: CITY MANAGER, ALL DCM'S, UNIT HEADS, DEPUTY HEADS, SENIOR MANAGERS, STAFF OF ETHEKWINI MUNICIPALITY AND MUNICIPAL ENTITIES

Procedure to be followed in instances of supplier non-compliance caused by tax related implications in Vendor Portal database (Eprocurement system)

During the tax season, the number of suppliers who become tax non-compliant increases due to either outstanding tax return submissions or monies owing and payable to SARS. Therefore all user Clusters and Units are urged to notify and encourage all contracted service providers to attend to their tax matters as a matter of urgency to avoid hold in the system which will prohibit processing of payments due to the service provider.

Once Tax Returns have been updated from SARS, all suppliers will need to follow the below process to ensure that their status is active both on CSD and Vendor Portal:

1. Refresh the tax status on e- filing,
2. Or refresh tax information on CSD , by going to tax tab on CSD capture income tax number and VAT if he is a VAT Vendor , save and next,
3. Go to preview and submit for approval,
4. Log-on to eThekwini vendor portal and refresh tax information , validate and submit for approval &
5. After three working days they will receive a PR Number via an email


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They can also view their PR Number via www.ethekwinvendorportal.gov.za

6. Go to supplier search tab:-
Type a company name, or MAAA Number, or Company registration number to search for PR Number.

Your cooperation is always highly appreciated.

Mr Andre Petersen



2019-04-24 .

Head: Supply Chain Management