

ELECTRONIC BID SUBMISSION PORTAL

SUPPLIER REGISTRATION USER GUIDE

VERSION 1
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About This Guide

The information provided in this document will guide you through the steps to register as a supplier on the CSIR Electronic Bid Submission Portal (EBSP).

1. Register on to the CSIR Electronic Bid Submission Portal

From the CSIR public web site, click on the Tender link at the bottom of the page as indicate in **Image 1**.



Image 1: CSIR Public web site

You will then be presented with the EBSP public page as indicated in **Image 2**. To be able to **submit queries** on tenders or **bids for tenders**, you need to be **registered** on the ESBP as a supplier. Click on the “Register / Logon” button in the top right-hand corner of the public page.

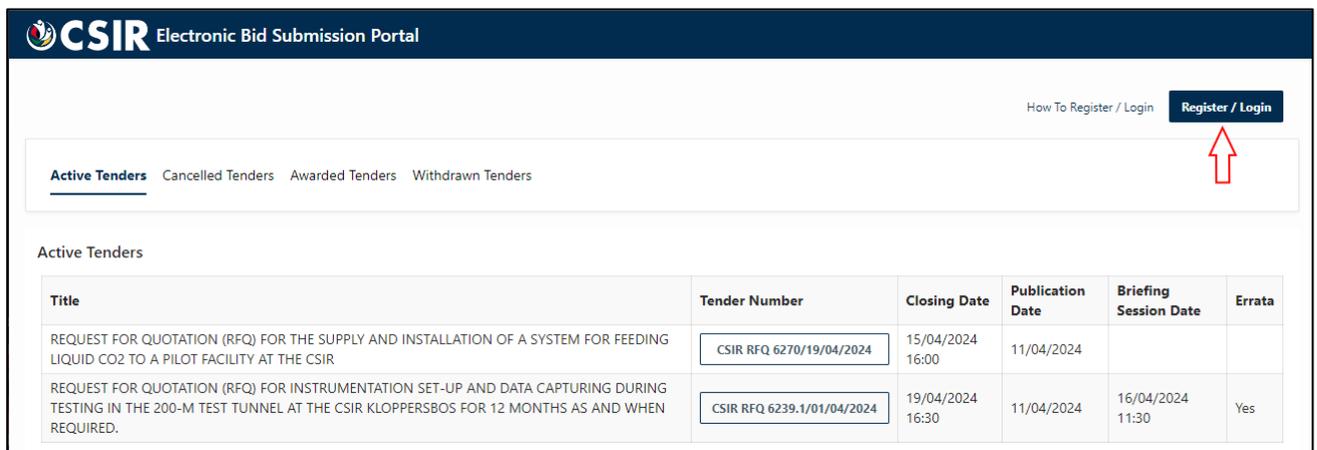
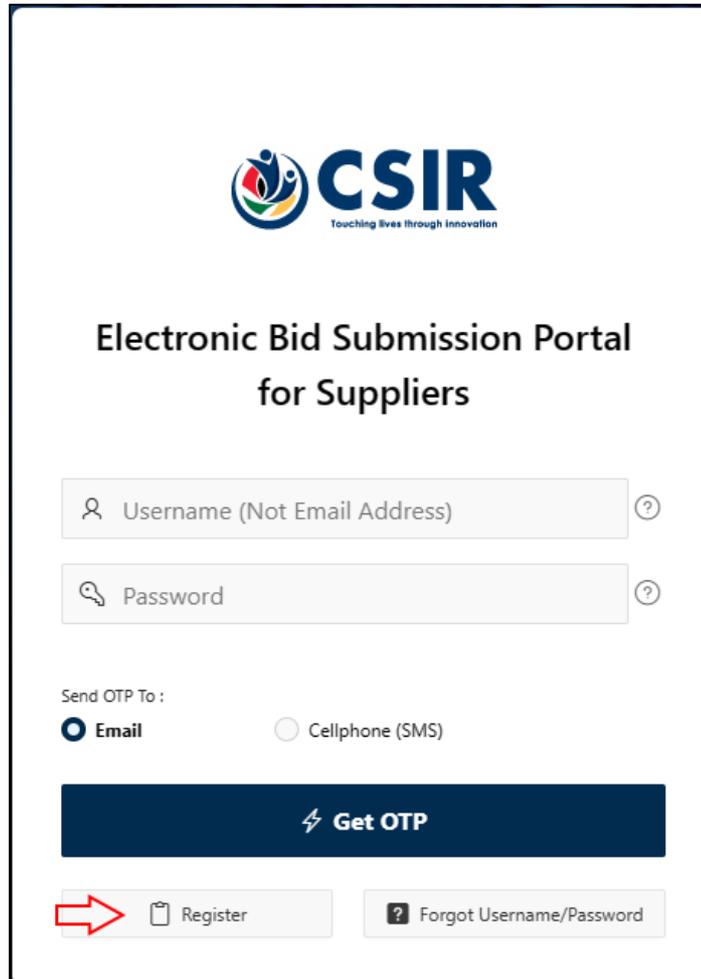


Image 2: CSIR Electronic Bid Submission Portal Public Page

This should load the login page as indicated in **Image 3**:



The screenshot shows the login and register page for the CSIR Electronic Bid Submission Portal. At the top center is the CSIR logo with the tagline "Touching lives through innovation". Below the logo is the title "Electronic Bid Submission Portal for Suppliers". There are two input fields: "Username (Not Email Address)" and "Password", each with a question mark icon to its right. Below these fields is the "Send OTP To:" section with two radio buttons: "Email" (selected) and "Cellphone (SMS)". A dark blue button with a lightning bolt icon and the text "Get OTP" is positioned below the radio buttons. At the bottom, there are two buttons: "Register" (with a red arrow pointing to it) and "Forgot Username/Password".

Image 3: CSIR Electronic Bid Submission Portal Login and Register Page

Click on the "Register" button as indicated in **Image 3**. You will then be redirected to the CSIR EBSP Privacy Statement as indicated in **Image 4**.

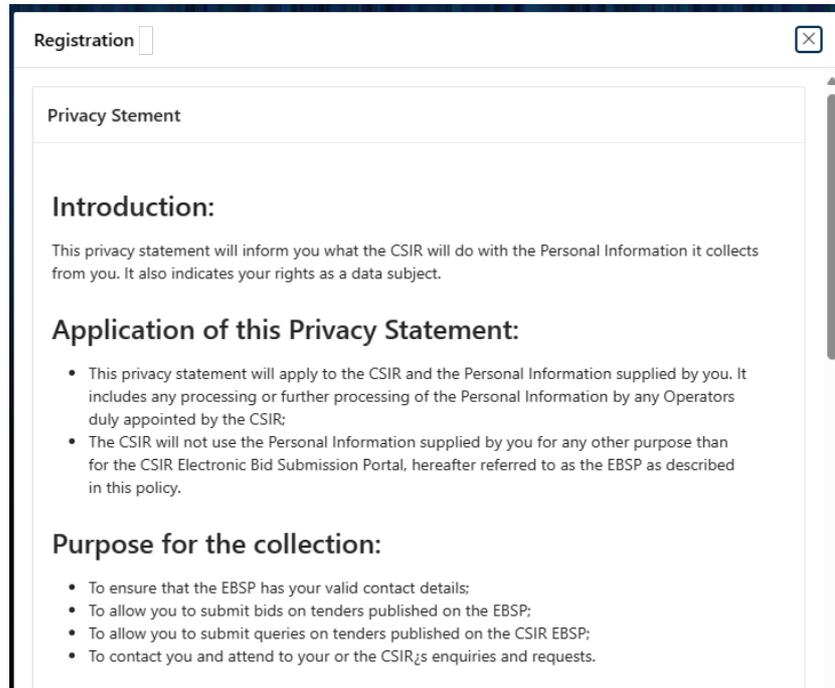


Image 4: CSIR Electronic Bid Submission Portal Privacy Statement

Carefully read and accept the privacy statement as indicated in **Image 5**.

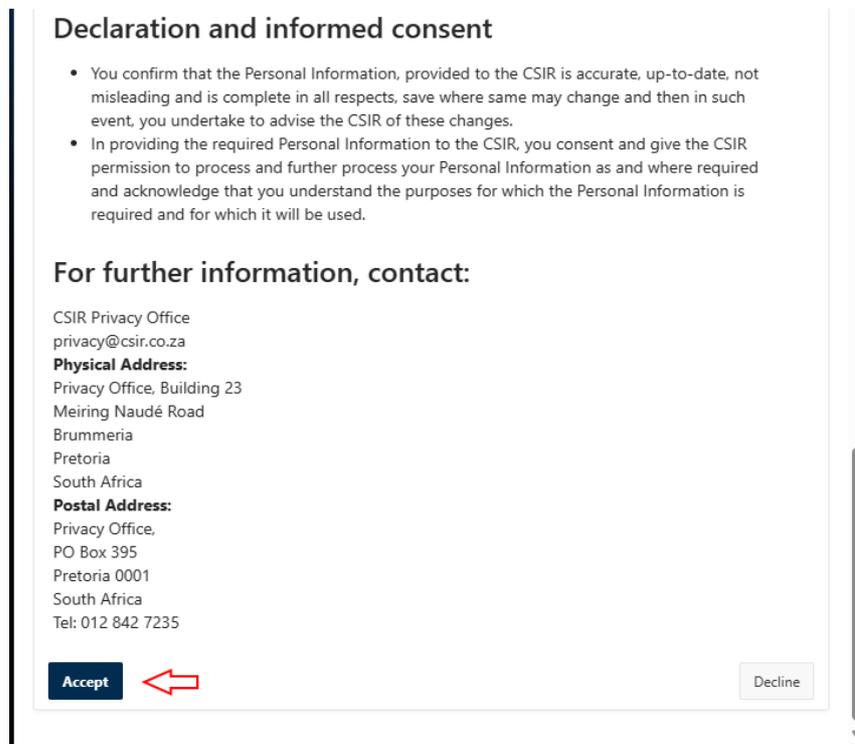
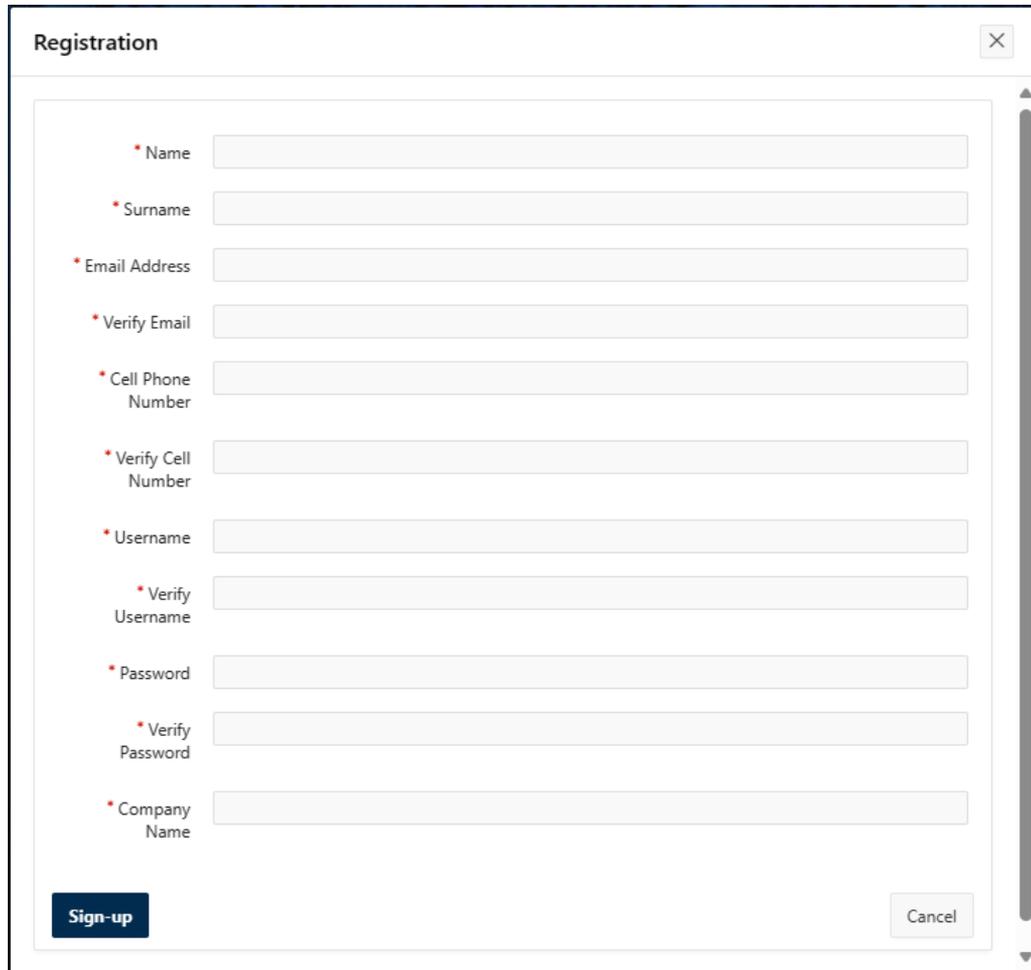


Image 5: CSIR Electronic Bid Submission Portal Privacy Statement

On acceptance of the Privacy Statement, the registration form will be available as indicated in **Image 6**.



The image shows a web browser window titled "Registration" with a close button (X) in the top right corner. The form contains the following fields, each with a red asterisk indicating it is required:

- Name
- Surname
- Email Address
- Verify Email
- Cell Phone Number
- Verify Cell Number
- Username
- Verify Username
- Password
- Verify Password
- Company Name

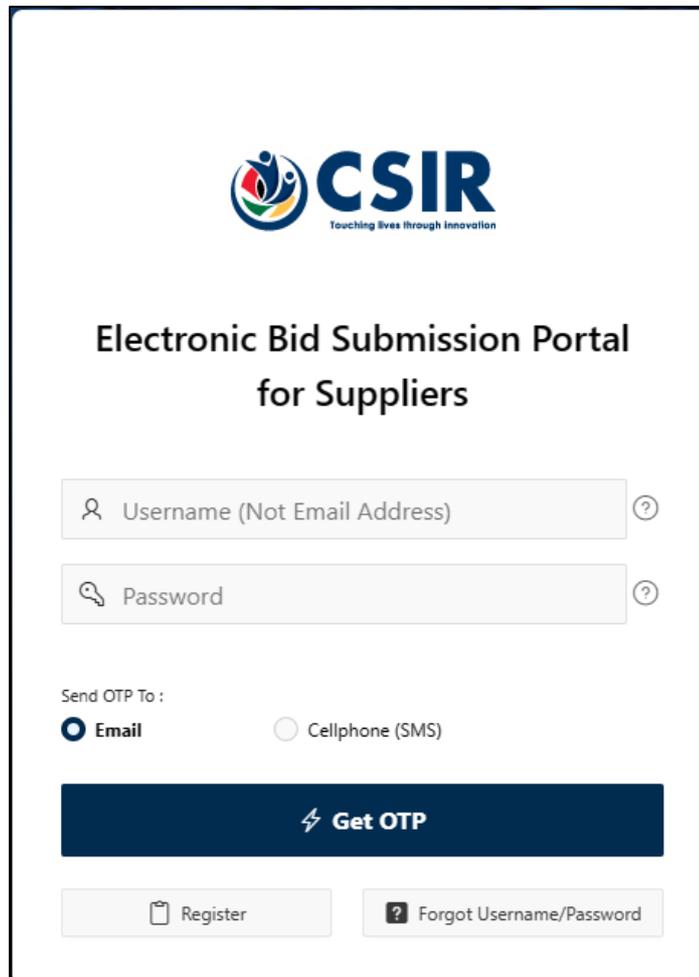
At the bottom left of the form is a dark blue button labeled "Sign-up". At the bottom right is a light gray button labeled "Cancel". A vertical scrollbar is visible on the right side of the form area.

Image 6: CSIR Electronic Bid Submission Portal Registration Form.

Complete all the fields and ensure the information provided is correct, then click the Sign-up button.

Note: You need to define your own username. As an example, you can use the initial of your first name with your surname (Henry Higgins – hhiggins).

On submitting the registration information, you will be redirected back to the Log In page as indicated with **Image 7**.



The screenshot shows the CSIR Electronic Bid Submission Portal Login and Register Page. At the top, the CSIR logo is displayed. Below the logo, the title "Electronic Bid Submission Portal for Suppliers" is centered. The page contains two input fields: "Username (Not Email Address)" and "Password", both with a question mark icon to the right. Below these fields, there is a section for "Send OTP To:" with two radio buttons: "Email" (selected) and "Cellphone (SMS)". A dark blue button with a lightning bolt icon and the text "Get OTP" is positioned below the radio buttons. At the bottom, there are two buttons: "Register" with a clipboard icon and "Forgot Username/Password" with a question mark icon.

Image 7: CSIR Electronic Bid Submission Portal Login and Register Page.

Before you would be allowed to sign in, you need to validate your **email** and **cellphone (smart phones only)** number as shown in **Image 8 & 10**.

Should you not have a smart phone to validate your cellphone number, please send an email to tender@csir.co.za for assistance.

For your email verification step, you will receive an email as shown in the example in **Image 8**.

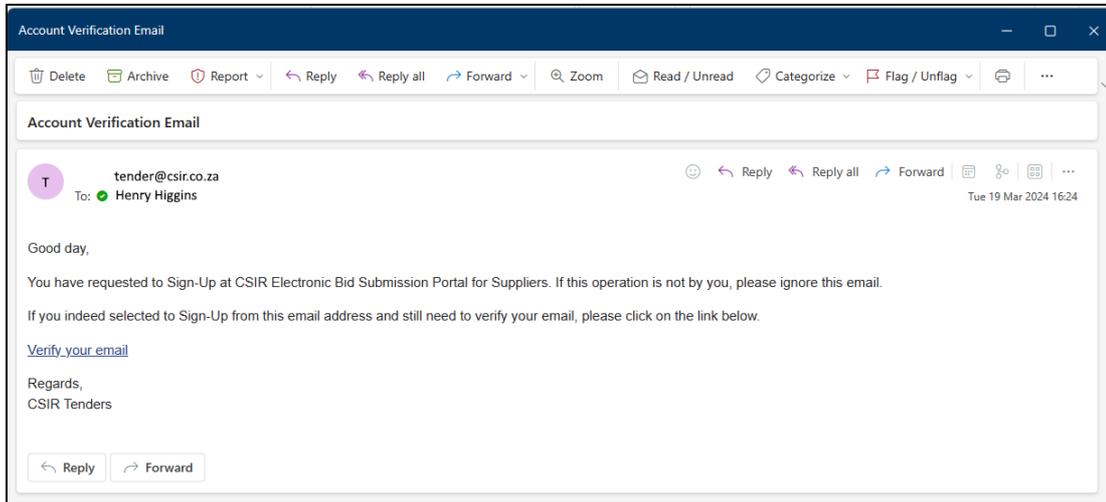


Image 8: Email Account verification example

You need to click on the link in the email and upon successful verification, you should see the confirmation as indicated in **Image 9**.

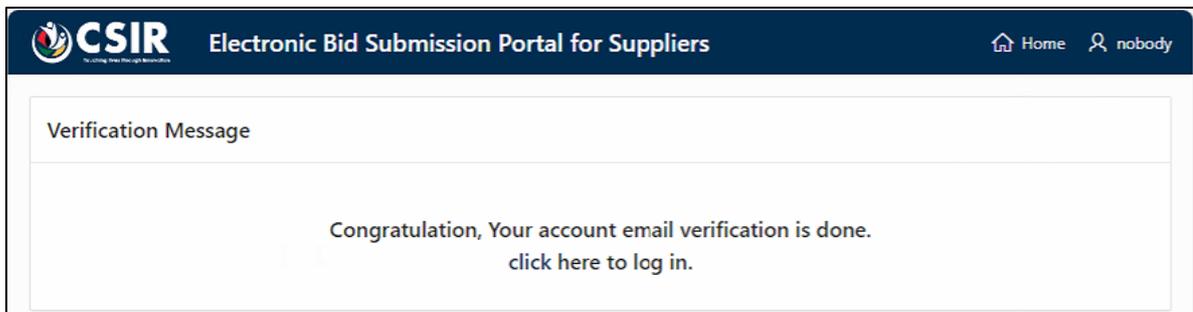


Image 9: Email account verified example.

Similar, for your cellphone verification, you should receive a text message on your phone as indicated in **Image 10** and once verified, the confirmation as indicated in **Image 11**.

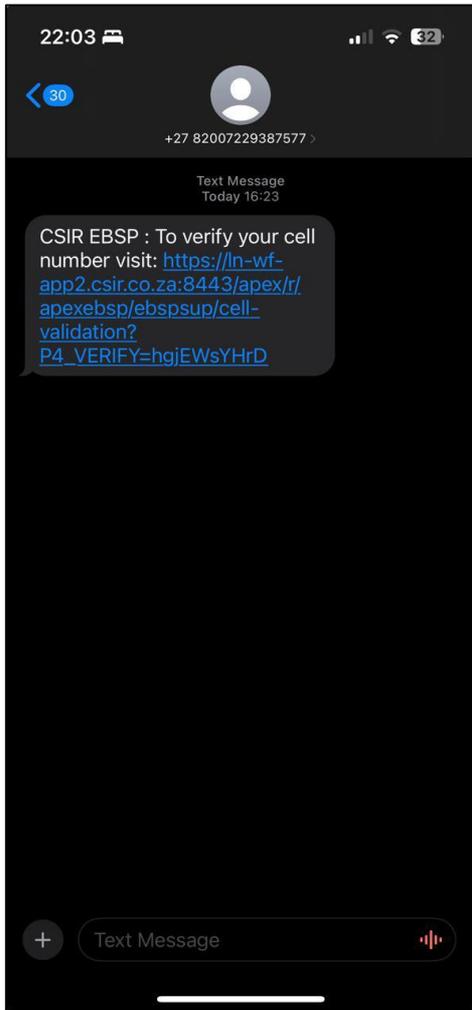


Image 10: Cellphone number verification example.

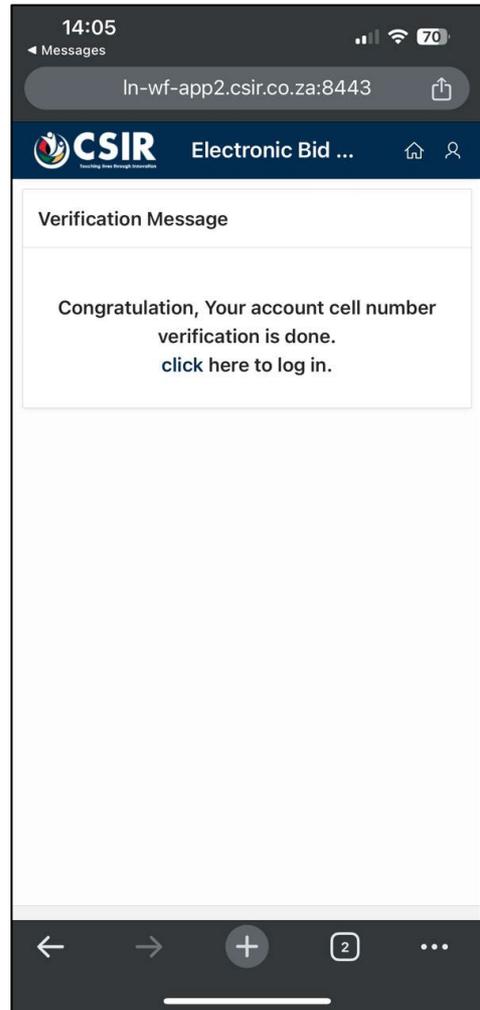
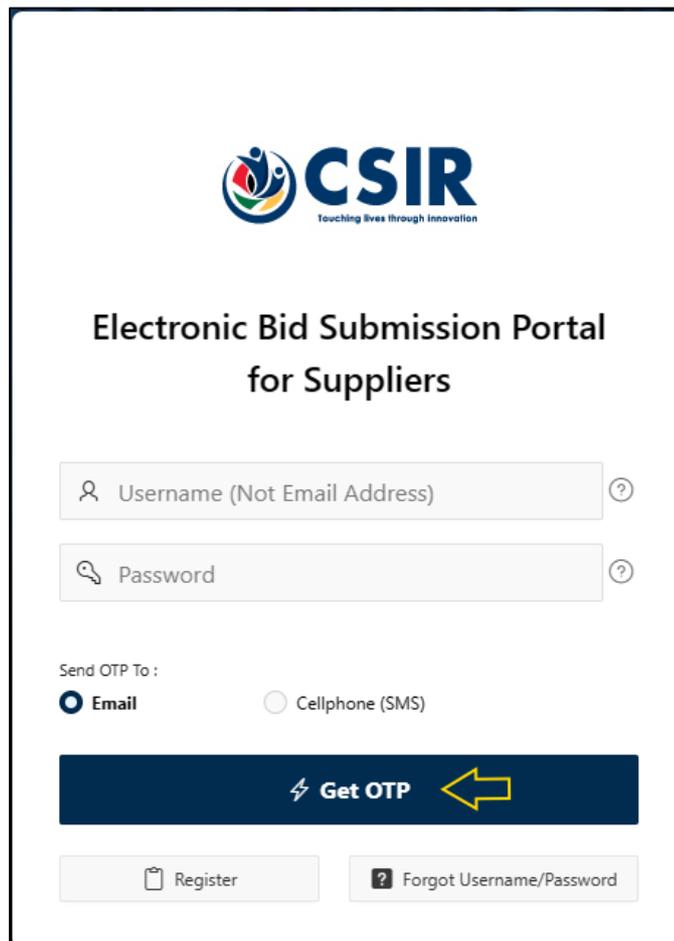


Image 11: Cellphone verified example.

Once both your email address and cellphone number are verified, you will then be able to sign in as indicated with **Image 12**.



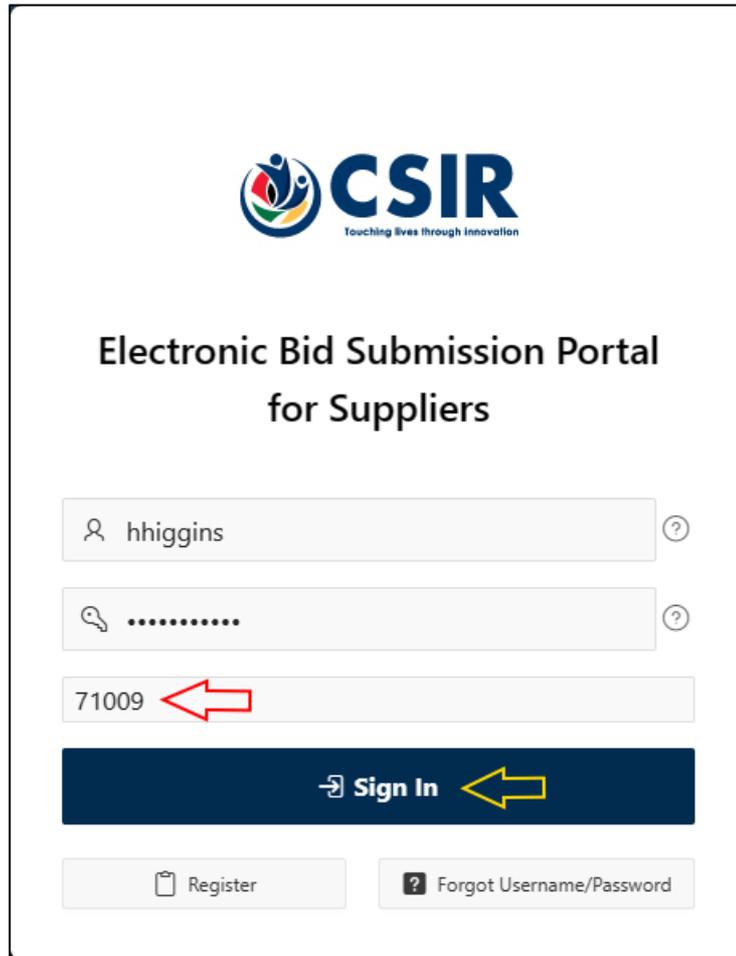
The screenshot shows the login and registration interface for the CSIR Electronic Bid Submission Portal. At the top, the CSIR logo and tagline are displayed. Below the logo, the title "Electronic Bid Submission Portal for Suppliers" is centered. The form includes two input fields: "Username (Not Email Address)" and "Password", each with a search icon and a help icon. Below these fields, there is a "Send OTP To:" section with two radio buttons: "Email" (selected) and "Cellphone (SMS)". A prominent dark blue button with a lightning bolt icon and the text "Get OTP" is positioned below the radio buttons, with a yellow arrow pointing to it from the right. At the bottom of the form, there are two buttons: "Register" and "Forgot Username/Password".

Image 12: CSIR Electronic Bid Submission Portal Login and Register Page

Enter the username and password you created and select the service you want to receive your OTP with, then click on the “Get OTP” button.

(Note: Use the username you provided and not the email address).

Depending on your option selected, check your email or phone for the OTP message and then enter the OTP received and click Sign-in as indicated in **Image 13**.



The screenshot shows the login interface for the CSIR Electronic Bid Submission Portal for Suppliers. At the top is the CSIR logo. Below it, the title "Electronic Bid Submission Portal for Suppliers" is centered. There are three input fields: the first contains the username "hhiggins", the second contains a masked password "*****", and the third contains the OTP "71009". A red arrow points to the OTP field. Below the input fields is a dark blue "Sign In" button with a yellow arrow pointing to it. At the bottom, there are two buttons: "Register" and "Forgot Username/Password".

Image 13: CSIR Electronic Bid Submission Portal Login and Register Page