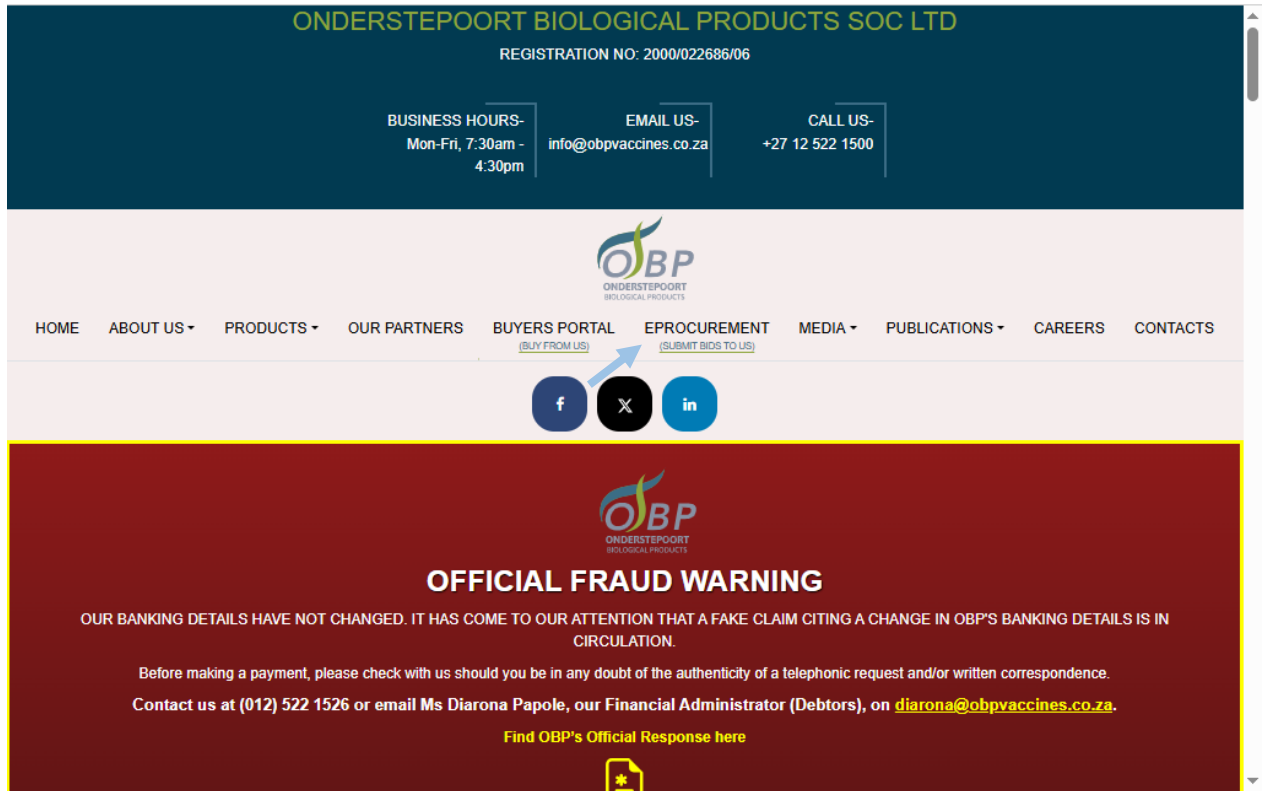


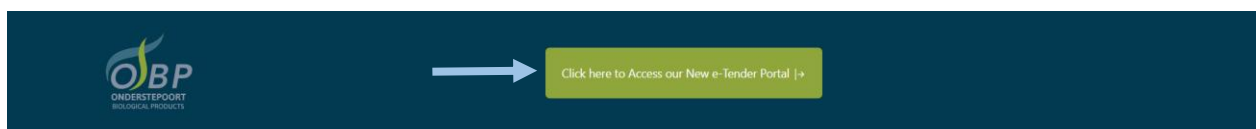


Company Registration Process

Step 1: On the Onderstepoort website homepage, navigate to **Procurement** and click as shown below.




Step 2: You will be redirected to a new page then click the **New e-Tender Portal** button



Step 3: Select the **'Register'** option.

Note: All bidders to Register online before submitting their Bid Applications



Register Company!
Sign-in

Tender Opportunities

BID NUMBER	NAME	CLOSING DATE	SIGHT BRIEFING	INFORMATION
RFQ/OBP380/2024/25	Computer	2024/10/22 15:00:00	No	Contact:Quotations should be submitted online For futher enquiries please contact: 012 522 1500 View Details
RFQ/OBP378/2024/25	GOLD COMBISEALS	2024/10/29 15:00:00	No	Contact:Quotations should be submitted online For futher enquiries please contact: 012 522 1500 View Details
RFQ/OBP377/2024/25	STOPPER RUBBER GREY X 7000	2024/10/29 15:00:00	No	Contact:Quotations should be submitted online For futher enquiries please contact: 012 522 1500 View Details

Step 4: Fill in the form with your company details, and then select register at the bottom of the form.

Note: All bidders to Register online before submitting their Bid Applications


Register Company!
Sign-in

Company Registration

Company Name*	Trading Name*
Business Registration Number*	Central Supplier Database Number(CSD)*
VAT Registration Number*	Income Tax Reference Number*
Web Address*	Company Email Address*
Telephone Number*	Fax Number
Toll Free Number	Number of Full Time Employees*

Company/Supplier Classification**

Manufacturer
 Importer
 Distributor
 Services
 Agent

Goods and Services

Products


Select...

- access control and cameras systems
- Animal bedding
- Animal feed

Designation

Local
 International

Note: All bidders to Register online before submitting their Bid Applications


Register Company!
Sign-in

Company/Supplier Classification**

Manufacturer
 Importer
 Distributor
 Services
 Agent

Goods and Services

Products

Select...

- access control and cameras systems
- Animal bedding
- Animal feed

Designation

Local
 International

Main Contact person in your Company

Name*

Company Position*

Cell Number*

Fax Number

E-mail address*

Upload Company Logo

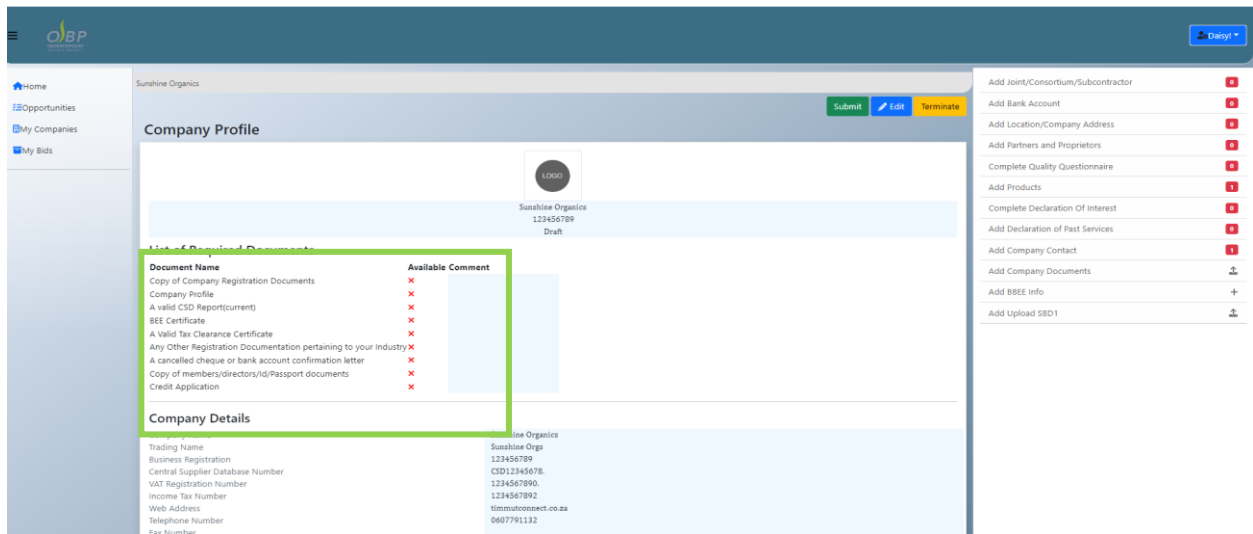
Choose File | No file chosen

Password*

Show Password

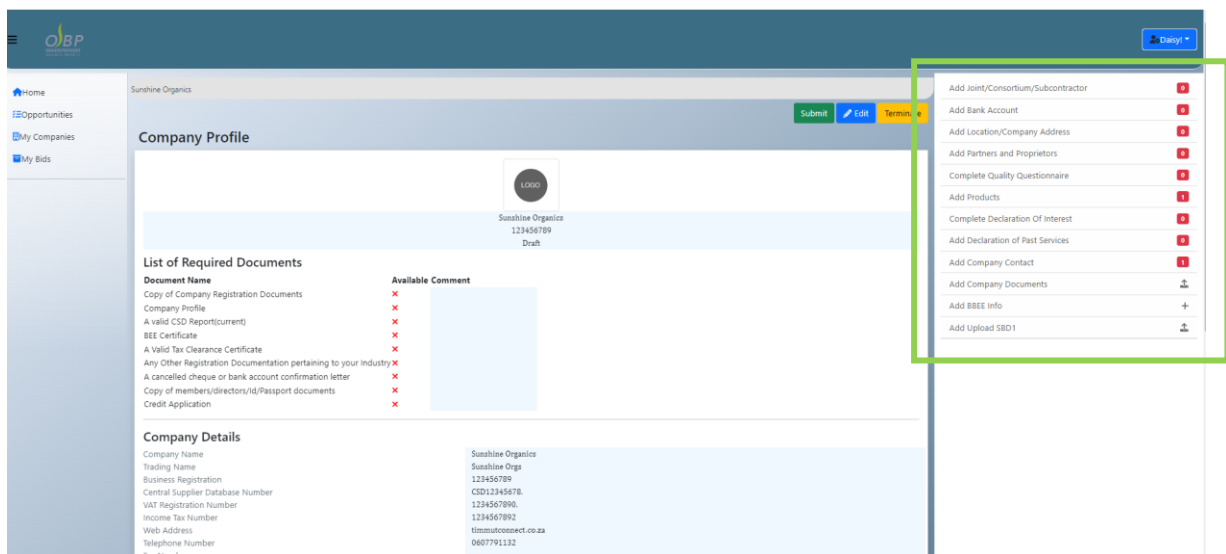
Register

After selecting the 'Register' button, the following screen will display your company details along with a list of documents that need to be uploaded.



Select the options on your far right to upload your company documents, with the following being mandatory:

- A main bank account
- The main location/Company address
- A product
- Company contact details
- Company documents



After registering your company, the system will automatically send an email regarding approval or rejection

Below is an example of how the Approval/rejection email will look like. If your company was rejected there will reasons stated.

Registration Rejection Notice!

Dear :

Your Company Registration Application has been rejected. Kindly find the following reason:

Reason: must submit documents

Please contact OBP for further Information.

Kind regards,
OBP E-Procurement

e-PROCURE
This message was sent from an unmonitored email address. Please do not reply to this message.

Please take note that you will **ONLY** be able to apply for an opportunity if you have received an approval notification.