
Supplier How-to-guide

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1. Becoming a supplier on the PURCO SA database

- **Becoming a supplier on the PURCO SA database does not make you a contracted or preferred supplier \ service provider.**
- **You will have to complete 2 registrations; 1 for your company being registered, and 1 to add you as a user to be active on our database.**

a) Visit the PURCO SA Website: www.purcosa.co.za



b) Click on:



c) Please read and take note of the following:

Supplier Database Registration Form

Please note this important information:

- Completing this form DOES NOT make your company a Contracted or Preferred Supplier. Registration will ONLY entitle you to receive notifications of Tenders and Requests for Proposals. You will only receive orders if you are appointed as a Contracted Supplier after you submit a tender and sign a contract with PURCO SA.
- You agree to be subscribed to our email lists. You may receive emails notifying you of tenders that do not fall within your area of expertise.
- NB: We cannot guarantee you will be notified of every relevant tender. The only way to ensure you do not miss a tender is to visit the website and check the updated list of open tenders.
- Do not send or deliver company documents to PURCO SA. These will only be required if you are requested to submit a Tender.
- The fastest way to receive tender notifications is by **Twitter** - follow us at <http://www.twitter.com/purcosa>

d) Complete the section below. **NB!** It is of utmost importance that you complete EACH SECTION FULLY to enable a successful registration.

DATABASE REGISTRATION FORM

— ▶ COMPANY DETAILS (Required. Click to open) —

— ▶ CONTACT DETAILS (Required. Click to open) —

— ▶ CONTACT PERSON (Required. Click to open) —

— ▶ PRODUCT DETAILS (Required. Click to open) —

Save to database

e) Once completed, click on:

Save to database

- f) You will receive a message as well as an email stating that you have now registered on the PURCO SA database:

The screenshot shows the PURCO SA website's 'Supplier Database Registration Form' completion page. At the top, there is a navigation bar with links for Home, About, and Contact. Below this is a login section with fields for Username and Password, a red 'Log in' button, and links for 'Create new account' and 'Request new password'. The PURCO logo is prominently displayed, along with the text 'PURCHASING CONSORTIUM SOUTHERN AFRICA NPC' and 'ISO 9001:2015 certified company'. A secondary navigation bar includes links for Tenders, Suppliers, Members, Resources, Academy, Conference, and News. The date '8 Sep 2015' and social media icons for Facebook and Twitter are also present. The main heading is 'Supplier Database Registration Form'. The body text thanks the user for registering and states that their information has been captured. It also mentions that the user will receive the PURCO SA Newsletter and notifications of Tenders or RFPs. A note advises that email delivery cannot be guaranteed and that the user should visit the website regularly. A red link 'Go back to the form' is provided. At the bottom right, there are links for Home, Search, and Disclaimer.


Congratulations, you have now completed section 1 of registration!

You now need to register yourself as an *active user* on the database.

- g) While you are on the above page, click on the right hand top screen on 'Create new account':

This is a close-up of the top right section of the website. It shows the 'Username: *' and 'Password: *' input fields, a red 'Log in' button, and the links 'Create new account' and 'Request new password'. A blue arrow points from the text 'Create new account' in the instruction above to the 'Create new account' link in this image.

[Home](#)
[About](#)
[Contact](#)



**PURCHASING CONSORTIUM
SOUTHERN AFRICA NPC**

[Tenders](#)
[Suppliers](#)
[Members](#)
[Resources](#)
[Academy](#)
[Conference](#)
[News](#)
8 Sep 2015

[Create new account](#)
[Log in](#)
[Request new password](#)

User account

After completing and submitting the following form you will receive an email from PURCO SA with further instructions to validate your account.

Account information

Username: *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

E-mail address: *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password: *

Confirm password: *

Provide a password for the new account in both fields.

Your Registration Info

First Name *

Last Name *


Phone (work) *

Your company name *

Job Title *

CAPTCHA

This question is for testing whether you are a human visitor and to prevent automated spam submissions.

☐ I'm not a robot
 
[Privacy](#)
[Terms](#)

[Create new account](#)

h) Complete the above registration by completing EVERY SECTION FULLY.

i) Once complete, click on:

[Create new account](#)

Congratulations, you have now completed section 2 of registration!

If you are not logged in, you may now go ahead and log in at the top right hand side of the screen.

2. Viewing a tender

a) On the 'Home' page you will see a tab named: 'Tenders' – Click on 'Tenders'

The screenshot shows the PURCO Southern Africa NPC website. The navigation bar includes links for Home, About, Forum, My Account, Contact, and Log out. The 'Tenders' tab is highlighted in the main navigation bar. A blue arrow points from the text 'Click on Tenders' to the 'Tenders' tab. The main banner features the text 'NAVIGATING THE FUTURE' and '2015 PURCO SA Conference'. Below the banner, there are two 'Programme' sections with speaker profiles and a 'SUBSCRIBE TO RECEIVE NEWSLETTER' button.

b) You will notice a list of available tenders will appear:

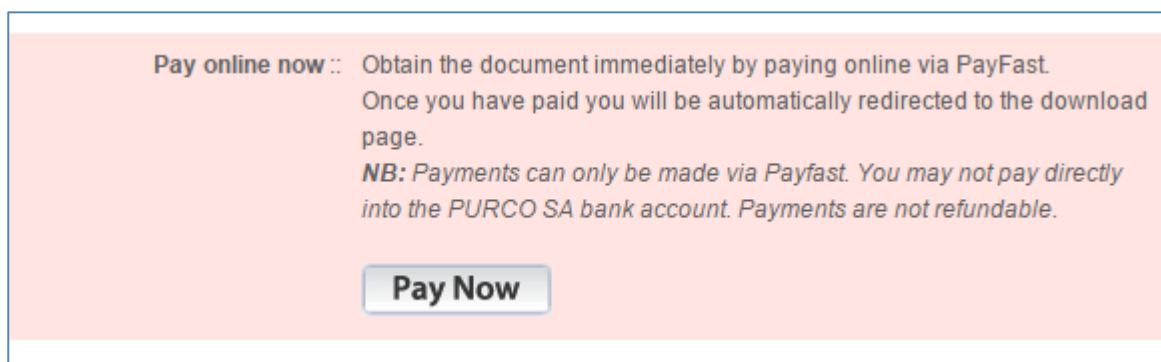
Tenders & RFPs			
Number	Category	RFP/ Tender Title (for website)	Purchase deadline

c) To view the tender, click on the 'View' button to the right of the available tender.

3. How to purchase a tender document

- Kindly note that you will not be able to purchase a document if you have not been registered on our database as a company and as an active user.
 - You will also not be able to purchase the document if you have not logged in.
-


- a) Follow steps in above point 2 – How to view a tender
- b) When viewing the tender, please scroll down to the bottom of the sheet to see the payment button:



You will be directed to **PAYFAST**. Tender document payments are managed through PayFast - This is a standard EFT program.
NO OTHER MEANS ARE AVAILABLE IN PURCHASING AND RETRIEVING THE DOCUMENT.

DO NOT CLOSE THE WEBSITE AFTER PAYMENT – YOU WILL BE DIRECTED TO A DOWNLOAD PAGE AFTER PAYMENT. IF YOU CLOSE THE WEBSITE YOU WILL NOT RECEIVE THE DOCUMENT AND YOU WILL NOT RECEIVE AN EMAIL WITH A DOWNLOAD LINK!

- c) Please complete your email address in the space provided and press CONTINUE



secure payments by
PayFast

Payment To PURCO SA





PUR 1600/5 (1530)	R 1140.00
Payment total:	R 1140.00 ZAR

Please provide us with your email address to continue

Email:

CONTINUE

PayFast handles secure online payments on behalf of PURCO SA. By transacting with PayFast, you acknowledge that you have read and agree to the terms of our [End User Agreement](#). [Cancel payment](#) and return to PURCO SA



Please provide us with your email address to continue

Email:

CONTINUE

[Cancel payment](#) and return to PURCO SA

- d) Please complete your password in the space provided (this is your PURCO SA login password) and press CONTINUE

Password:

CONTINUE

[Forgotten password?](#)

- e) Choose the bank you are banking with by clicking on one of the below tokens (Either ABSA, FNB, Nedbank or Standard Bank):

NB! If a notice appears advising you that the bank you have chosen is offline, please contact PayFast directly as the problem is with them and not PURCO SA.

- Read the Payfast support instructions at www.payfast.co.za or call Payfast Support on 086 172 9327
- Email Payfast Support on support@payfast.co.za

Please make your payment:

Instant EFT

Show Me How

Pay via Instant EFT

Step 1:
Choose your bank



Instant EFT only supports the banks shown above. If you don't have a supported bank account, kindly use a different payment method or get in touch with the seller.

- f) You will then see the following page, but **do not** click on 'LAUNCH INTERNET BANKING' – Click on 'Continue'.

Please make your payment:

Instant EFT

Show Me How

Pay via Instant EFT

Step 1:



[\(Choose another bank\)](#)

Step 2:

[Launch Absa Internet banking](#) and log in.

CONTINUE

g) The following page will appear with banking details.

** The REFERENCE NUMBER BELOW IS ONLY AN EXAMPLE – DO NOT USE THIS NUMBER!

** Skip 'Step 2'

** Leave this page open – **DO NOT CLOSE!**

** Open a NEW INTERNET PAGE and log into your internet banking and do the payment with the details received as below EXAMPLE

** Load PayFast as a beneficiary and do the payment

** Keep the proof of payment received from your bank


** Once payment is complete, go back to the below page (**THE ONE THAT YOU DID NOT CLOSE**) and press the COMPLETE button

Please make your payment:

Instant EFT


Show Me How

Pay via Instant EFT

Step 1:  [\(Choose another bank\)](#)

Step 2: [Launch Absa Internet banking and log in.](#)

Step 3: Make an EFT as below [\(How do I make an EFT?\)](#)
Note the unique reference number.

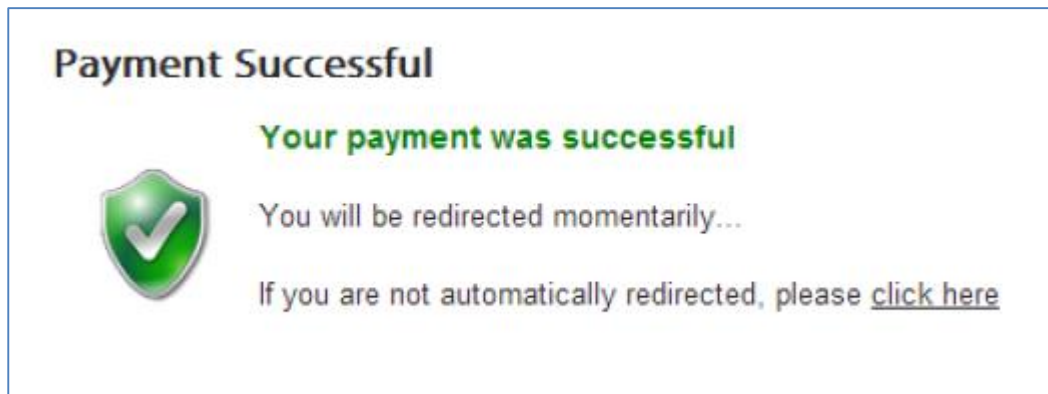
Account:		
Number:		copy
Branch:		copy
Account type:		
Beneficiary:		copy
Reference:	PFF8DFFA5EB11E422D	copy
Amount:	R 1,140.00	copy

Note: Cash deposits are not accepted. Use thereof will incur delays & charges.


Step 4: You don't need to send any proof of payment.
Just click the button below and you're done!

COMPLETE

- h) You will then be directed to another link where you are able to download the tender from our website.



Get the documents
here ::

Or download document  [test document.pdf](#)

Download instructions:
Internet Explorer: right click on the document and press "Save target as"
Chrome/Firefox: right click on the document and press "Save link as"
Safari: right click on the document and press "Download linked file"

If this document is subject to a Tender Fee which has not been paid you may NOT download it. Doing so constitutes theft.
Please note the deadline for delivery of your tender documents is Wednesday, 31 December, 2014 (All day).

If you have not yet registered on our database please [CLICK HERE](#) to complete our Supplier Registration Form.

4. Troubleshooting

Instructions

Please follow these instructions to successfully pay for and download tender documents.

1. You must purchase the Tender documents
2. Payments are made by bank EFT (electronic funds transfer) using [Payfast](#), our external payment gateway,
3. You may not pay directly into the PURCO SA bank account.
4. To pay, click on the Pay Now button at the bottom of each tender page (you must be logged in as a user on this site to see the button).
5. This will open a new browser window with the Payfast website.
6. Follow the Payfast directions. This is important:
 - You will be making an EFT payment from your own personal or corporate bank account to the Payfast bank account.

- Use the Payfast bank account details.
- **Important:** Use the Payfast Beneficiary Reference provided on the Payfast page. If you do not use this number your payment will not be allocated to PURCO SA and you will not be able to get the documents.
- Open a separate browser window for your Bank. Keep the Payfast browser window open.
- **Important:** After you have paid go back to the Payfast website page and click on the Complete button.
- If payment has been made correctly you will be automatically redirected to the tender Download page

Having problems?

Can't see Pay Now button

You need to create an account as a PURCO SA website user and log in to the website. (see top right of page). Adding your details to the Supplier Database does not register you as a User. If you have created an account and logged in, but still cannot see the Pay Now button log in again.

General payment issues

- Have you read and followed the instructions above?
- Read the Payfast support instructions at www.payfast.co.za or call Payfast Support on 086 172 9327
- Email Payfast Support on support@payfast.co.za

Payfast says your bank is offline or not available

- This is normally a problem with your bank, not Payfast.
- Wait for your bank to come back on line, or contact Payfast.

Not redirected to Download Page after payment?

If you completed your payment and pressed the Complete button but were not redirected to the download page email support@payfast.co.za.

- include your proof of payment
- include the email address of the person who logged on to Payfast to make the payment
- include the tender name and number
- Payfast will allocate the payment and send you the download link to the documents

Not able to download the documents?

Follow the instructions above. Only if Payfast is unable to help see below.

Still stuck?

If you encounter a different problem and the Payfast support team cannot help contact PURCO SA for assistance.

IF YOU ARE STILL UNABLE TO MAKE A PAYMENT OR DOWNLOAD THE DOCUMENT – Please do hesitate to contact Davy Ivins at info@associationworks.co.za.