



Register as a Vendor

May 2022



Registering as a Vendor



- We invite you to pre-register via the pre-registration form.
- If you match the scope required you will be invited to register via the Onboarding Wizard
- The verification period takes approximately 2 – 3 weeks whereby suppliers will be informed of their vendor status.
- Registering as a vendor does not guarantee any orders as contracts are awarded through competitive tendering on a project basis.



Log onto the Vendor Registration Form

- On the Scatec Website, select the pre-registration link
- On the Vendor Registration Form select **Accept**

A screenshot of the Scatec website's Vendor registration form. The page has a white header with the Scatec logo on the left and a hamburger menu icon on the right. The main heading is "Vendor registration form". Below this, there is a white box with a black border containing an information icon and text stating that content is hidden due to cookies and providing a link to "update your cookies preferences". At the bottom of the page, there is a dark blue footer with a cookie consent message: "We use cookies to improve your browsing experience, analyze site usage, personalize content and for advertising purposes. To consent to our use of cookies, please click accept." Below this message are four checkboxes: "Necessary", "Preferences", "Statistical", and "Marketing". To the right of these checkboxes are two buttons: "Decline" and "Accept". The "Accept" button is highlighted with a red rectangular border. At the very bottom of the footer, there is a link that says "Read more about cookies and privacy on our website."



Complete Vendor Registration Form

- Complete **ALL** fields
- Select **Submit** once complete

1. **Company name ***
Enter the Registered company name as per the registration documents

Enter your answer

2. **Business justification ***
The motivation/reason for registering your business with Scatec and the core goods and services offered

Enter your answer

3. **Organisation number ***
Enter your company registration number

Enter your answer

4. **First name ***
The first name of the person who will be invited to register vendor information

Enter your answer

5. **Last name ***
The last name of the person who will be invited to register vendor information

Enter your answer

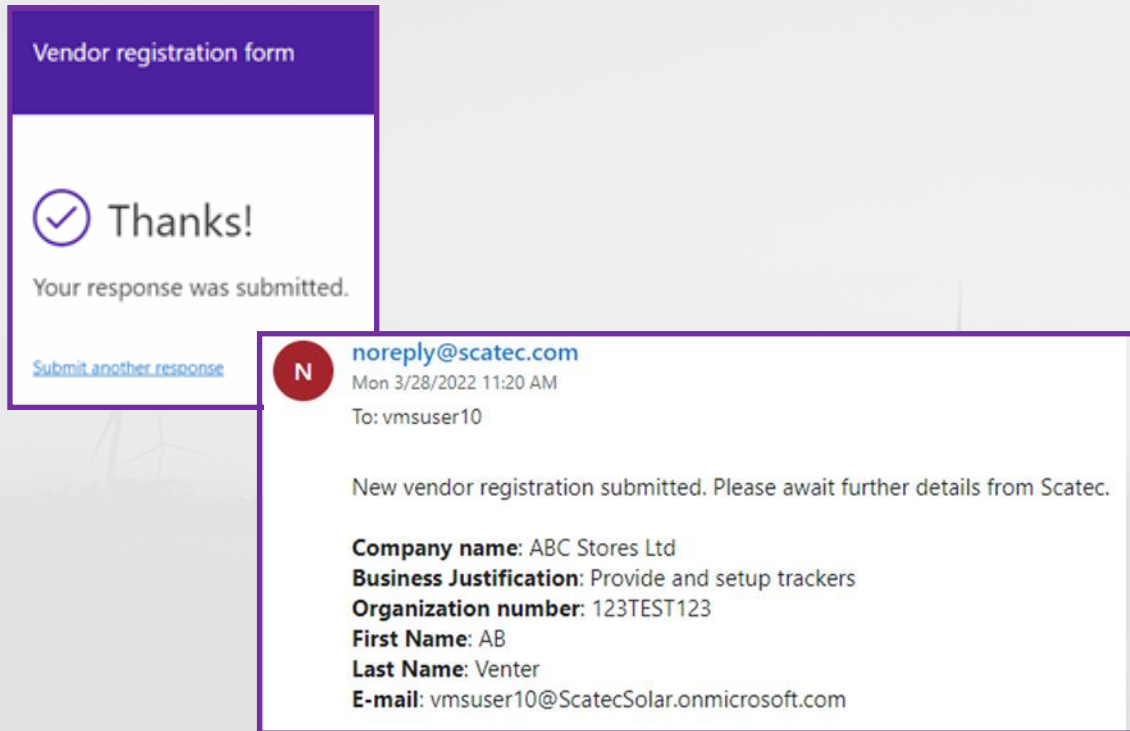
6. **E-mail ***
Enter a valid email address. Please note Hotmail, Yahoo and Gmail not permitted

Enter your answer

Submit



Confirmation of Submission



- You will receive 2 confirmations:
 - on screen
 - via email
- If no reply is received within 1 week, we have not yet decided to proceed with your request at this stage



Invitation to Register

- If you are successful, you will receive an invitation to register email.
- Click on the URL/link in the New Vendor Invitation email and proceed to register via the Onboarding Wizard





Country/Region

- In the 'Filter' field enter the **Country/Region code** your organisation resides in e.g. ZAF for South Africa
- If the you cannot find the country code you require scroll down the **Long Name** column for the list of Countries and select the Country then select **Next**

Select the country or region from where you conduct business, and then click Next

Filter

Country/region	Long name	
XKS	Kosovo	
XSE	Public Body of Sint Eustatius	
YEM	Republic of Yemen	
ZAF	Republic of South Africa	
ZMB	Republic of Zambia	
ZWE	Republic of Zimbabwe	

Back

Next

Cancel



Terms & Conditions

- Accept the **Terms and Conditions**

Vendor registration | Standard view ▾

Terms and conditions

Thank you for registering your interest to be a supplier for Scatec.

Scatec procures in accordance with standard terms and conditions for supply and services which are fair and balanced. For construction works, major supply and services, we utilise FIDIC contracts and our standard deviations are highlighted when sent out as part of our tender documents.

To read more, download the General Conditions for the procurement of minor goods and services <https://scatec.com/work-with-us/suppliers/>

If Scatec decide to register your company as a vendor, you will receive a notification within two weeks

Best Regards
Scatec Procurement Team

Do you accept Scatec's T&C's?

☒ Yes



Company Information

- Enter ALL **General Information** where applicable
- **Telephone** must include the **international dialing code** e.g. +271234654
- **Hotmail, Gmail** and **Yahoo** accounts not accepted

GENERAL INFORMATION

Name	Organization type			
<input type="text" value="ABC Stores Ltd"/>	<input type="text" value="Organization"/>			
Telephone	Fax	Email	Trading name	Website
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="*"/>	<input type="text"/>




Company Information

- Enter the **Address Information** by selecting **+Add**

ADDRESS INFORMATION

+ Add

 Edit

Name or description	Address	Purpose	Primary	↓
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Company Information

- Under **Name or Description**, enter the **Name of the Company**
- Leave **Purpose** as is,
- **Country/Region** will default based on previous selections,
- Select the **Postal Code** and the city will default. If the Postal Code is not available on the list then type in the Postal Code and City.
- Enter the **Street** address (Do not include the city, postal code or country in this field)

New address

Location ID

000154808

Name or description

Enter name on company

Purpose

Business

Country/region

ZAF

ZIP/postal code

2000

Street

007 Smith Street
Braamfontein

City

Johannesburg



Company Information

- Attach the required documentation in **PDF format**.
- All documentation must be in **English**
- Where '**Has an Expiry Date**' is ticked enter the certificate expiry date next to '**Expiry Date**' and select **Next**.

DOCUMENT ATTACHED									
<input type="radio"/>	Relation	Specific to a country	Document Type	Document name	Has an Expiry ...	Expiry date	Must be in PDF	Mandatory	File name
<input type="radio"/>	All		CoC	Code of Conduct			✓	✓	
	All		CP	Company profile/brochure			✓	✓	
	All		CRC	Company Registration Certificat...			✓		
	All		DDQ	Due Diligence Questionnaire (D...			✓	✓	
	All		ISO14001	ISO 14001:2015 certification or ...			✓	✓	
	All		ISO9001	ISO 9001 certification				✓	

Select file



Company Information

- Enter the **Business Profile**, ensure ALL fields are completed, where applicable
- The **Organisational Number, Tax Exempt number, Currency, Operating Region, Bank Name, Bank Account Number, Routing/IBAN** if available are mandatory

Business information

OWNERSHIP PROFILE

Small business

☒ Yes

Locally owned

☒ Yes

BUSINESS PROFILE

Organization number

123TEST123

Number of employees

250

Tax exempt number

4342343423

TERMS OF PAYMENT

Currency

ZAR

Terms of payment

N30

PURCHASING DEMOGRAPHICS

Operating Region

Sub-Saharan Africa

BANK DETAILS

@DXCScatec:DXCScatecVendBankName

MyBank

Bank account number

324343434

Routing number

Bank account type

Checking account

SWIFT code

IBAN

BANK ADDRESS

+ New

Address



Procurement Category

- Select **+Add Category**
- Select **maximum of 5** services your organization offers.
- You will receive an error message if more than 5 categories are selected.
- Select **OK** then **Next**

Procurement categories

Select procurement categories for the products or services that your company requests to provide

+ Add category Remove

Procurement categories

Filter

Consultants

- Engineering
- Environmental
- Geotechnical
- Hydrological
- Legal
- Project Management

OK Cancel



Questionnaires

Questionnaires

Questionnaire 1 of 1

Description

Vendor Onboarding

Status

Not started

Complete questionnaire

View answers

Previous questionnaire

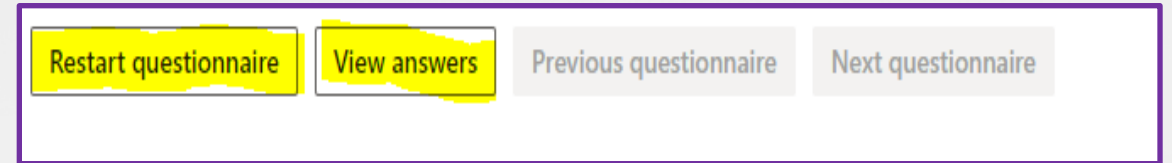
Next questionnaire

- Select **Complete Questionnaires**
- There are **15** questions to answer and **1** optional comment box
- Select the appropriate answer from the list and select **Next**



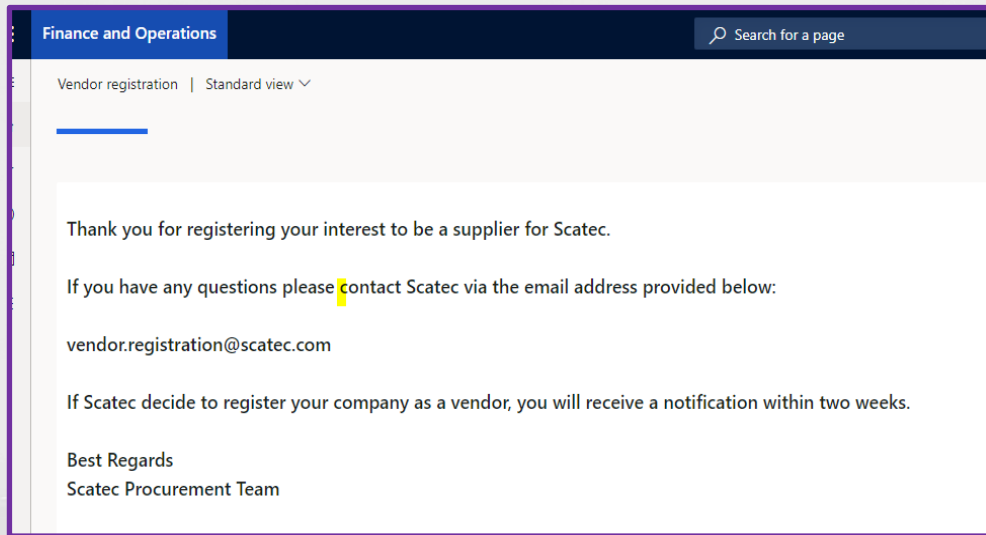
Questionnaires

- Once **ALL** questions are answered, you can view the answers by selecting **View Answers** and restart the questionnaire by selection **Restart Questionnaire** if there are any answers that need to be changed.
- If you select View Answers remember to click on **X** on the top right of the page to close and continue to the next screen.





Questionnaires



- Once you are satisfied with the answers select **Finish**
- Your registration details will be submitted for review and approval.
- **Incomplete, missing or incorrect information** will result in your application being rejected
- If you meet all requirements and comply, you will be notified within **2-3 weeks**



Queries

- For queries or require assistance with your registration email:

vendor.registration@scatec.com



