

Wits Vendor Onboarding Suppliers Tutorial



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Introduction

The Supplier Onboarding system is an online system that will enable Suppliers to apply for registration online.

The purpose of this document is to guide / assist the Suppliers through the Onboarding process. Note this should be read with the email that is sent to you displaying the unique link to log into the system.

Please be aware that the success of this application is subject to further vetting and approval. You will be notified of the outcome once the application has been fully reviewed. This is an online application and the relevant links are displayed in an email that has been sent to you.

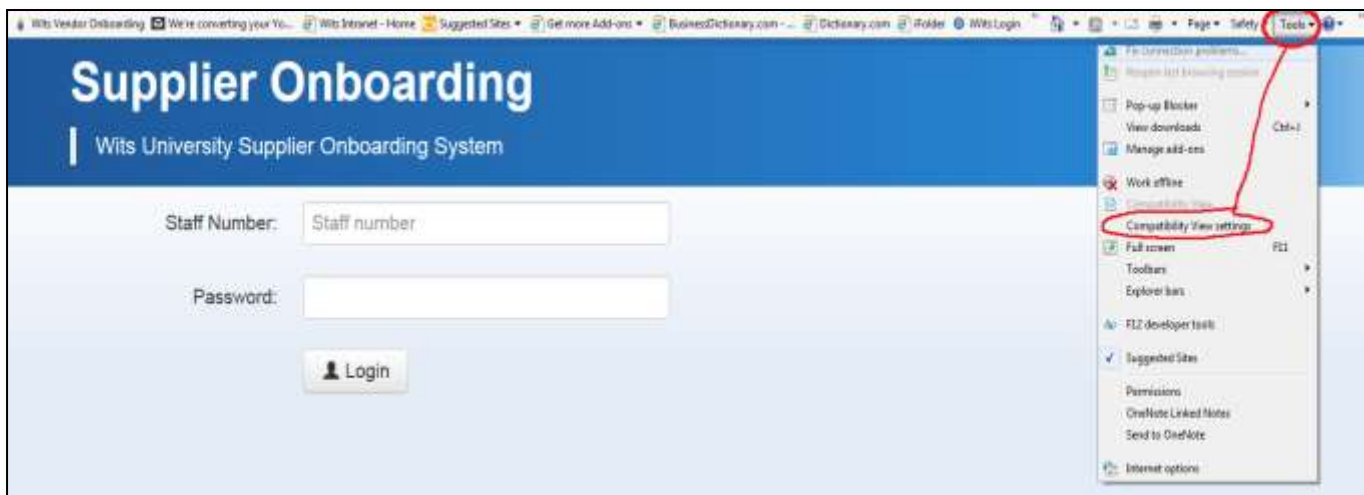
Link to website

The Supplier will be provided with a unique link to the system.

By Clicking on the link, you will be directed to the Wits University Supplier Onboarding System. Please note: All fields marked with the red Asterisk (*) are compulsory fields and must be completed in order to complete the process successfully.

Compatibility View

If you are using internet explorer as a browser, please check the following. Go into internet explorer, select tools and then click on compatibility settings-see the screen below.

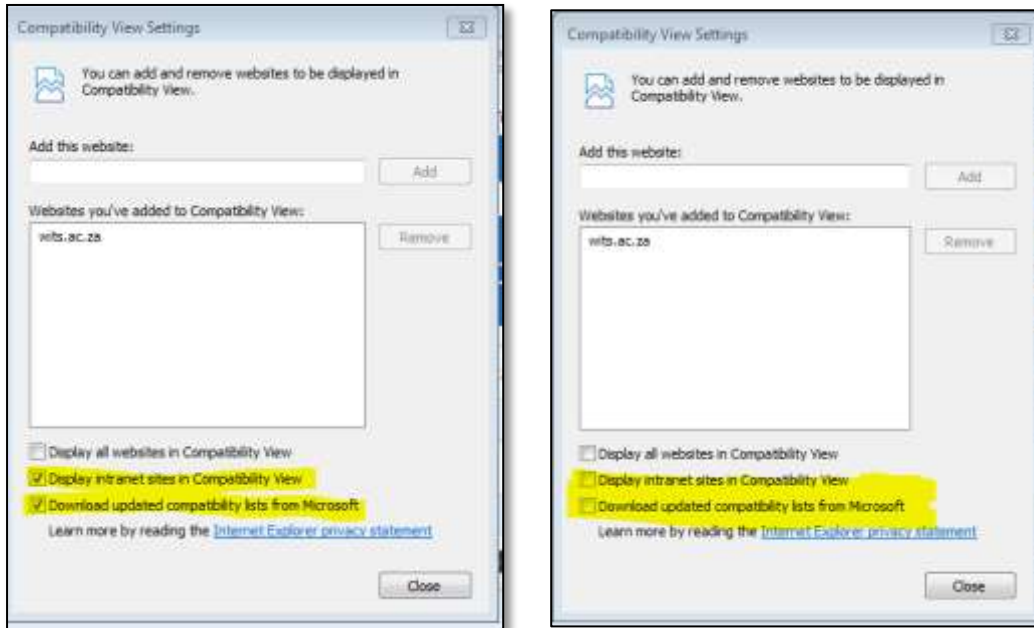


Uncheck all the items related to compatibility settings.

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Compatibility View Settings



Note: adjusting your compatibility settings is a onetime exercise and will ensure that the screen blocks reflect normally.

Screenshot 1: Suppliers Home Screen

An Email link will be sent to the Supplier requesting them to complete an online application form. Please take note of the items listed in the email.

Once the Supplier clicks on the link in the Email the screen below will appear. This is the Suppliers home screen to view the application form. At this stage the Supplier can review the information that has preliminary been captured, thereafter the Supplier can complete all the required information as well as upload all the mandatory documents requested. You will be prompted for relevant documents to be uploaded dependent on your supplier type.

Supplier Onboarding
Wits University Supplier Onboarding System

Supplier Application Form - sufe 2020

[Close Supplier Form](#)

Unless the University stipulates otherwise in writing, by completing this application the Wits general terms and conditions will apply to this transaction and can be accessed via the internet. <http://www.wits.ac.za/newsroom/contracts/14987/contracts.html>

Local / International*

Local International

What kind of a Supplier are you?*



<input type="radio"/> Public Company	<input type="radio"/> Private Company
<input checked="" type="radio"/> CC	<input type="radio"/> HEI Universities (Other) - Local
<input type="radio"/> Schools	<input type="radio"/> Government Agencies
<input type="radio"/> NGOs / Non Profit Companies	<input type="radio"/> Societies/Foundations/Associations/Conference
<input type="radio"/> Individuals providing training/Consultants/Private individuals/independent Contractors	<input type="radio"/> Individuals paid out Legal Fees (Law Clinic)
<input type="radio"/> Other	

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Screenshot 2: Mandatory Documents Upload Screen

The Supplier is prompted to upload documents; the documents requested are highlighted in the red section of the form. The document request in the Brown section is optional documents that can be submitted by the Supplier. To do this the Supplier can select either the  button or the  button.

Once the Supplier has uploaded the relevant documents the remainder of the application form will be accessible for editing and completion.

Local (South African) suppliers are strongly advised to upload their BBBEE certificate.

Documents that are required to be uploaded.	
Certified copy of valid tax clearance certificate	
Certified copy of company registration documents	
Cancelled cheque or bank stamped proof of account details	
Documents that are optional.	
Certified copy of shareholders/CK1/CK2	
SANAS approved B-BBEE certificate / Auditing body certificate	
Certified copy of BEE exemption certificate	
Other	

Attach Documents: 

Screenshot 3: Section 1 – Applicants Details

The Supplier must complete all the form fields. Should any changes be deemed necessary the Supplier can make the relevant changes to this form.

Section 1: Details To Be Completed By All Applicants	
Company Registered Name / Name*	sufts 2020
Company Trading Name / Full Name	sufts
Income Tax Reference Number*	448502020
Postal Address*	532 mashemong section
	tembisa
	1632
Enter company postal address	Code* 1632

Screenshot 4: Section 1 – Physical Address

Physical Address*	same as above
Enter company physical address	
Enter company physical address	
Enter company physical address	Code* 1632

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Screenshot 5: Section 1 – Contact Details

Country*	South Africa
City*	Tembisa
Province*	Gauteng
Website	Enter the company's website URL
Email*	patrick.rakumako@wits.ac.za
Goods or Services to be Supplied (e.g Stationery / Consulting)*	consulting

Screenshot 6: Section 2 – Banking Details

In this section the Supplier must check that the banking information supplied is true and correct.

Section 2: Banking Details - To Be Completed By All Applicants
This information supplied is true and correct and hereby authorizes the University, to settle its indebtedness by means of Electronic Funds Transfer into the Bank account details below

Bank Name*	CAPITEC BANK LIMITED		
Bank Account Number*	158765205	Type of Account*	Savings
Bank Currency Code*	Rand		
Branch*	Universal Branch Code	Branch Code / Number*	470010
Bank Account Holder Name*	sufe 2020		

The screenshot above will vary depending on whether it is an international supplier or not. International suppliers will be prompted for the relevant swift codes and related banking information.

Screenshot 7: Section 3 – Contact Details for Orders

All fields marked with the red Asterisk (*) are compulsory fields and must be completed in order to complete the process successfully.

Section 3: Contact Details for Orders / Person - Local & International

First Name*	thabiso	Middle Name	moropl	Last Name*	tsotetsi
Designation	director				
Telephone Area Code	011	Telephone Number	9267184	Mobile	0782056379
Fax Area Code	011	Fax Number	9209640	Email*	patrick.rakumako@wits.ac.za

Screenshot 8: Section 3 – Contact Details for the Account Manager

If the contact person for orders and the Account Manager is the same person, the Supplier can select the Same as above box, however, should these roles be held by different people then Section 4 must be completed in full.

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Contact Details of Representative / Account Manager					
<input type="checkbox"/> Same as above					
First Name*	thabiso	Middle Name	moropi	Last Name*	tsotseti
Designation	director				
Telephone Area Code	011	Telephone	9267184	Mobile	0782056379
Fax Area Code	011	Fax	9203640	Email	patrick.rakumako@wits.ac.za

Screenshot 9: Section 3 – Contact Details for the Accounting Office

Once the section above has been completed the supplier must then complete the Accounting office information, as per the Account Manager section the Supplier can either select the

Same as above

button, if the Account Manager and the Accounting Officer are the same person, however, should these roles be held by different people then Section 4 must be completed in full.

Contact Details for the Accounting Office					
<input type="checkbox"/> Same as Orders					
First Name	thabiso	Middle Name	moropi	Last Name	tsotseti
Designation	director				
Telephone Area Code	011	Telephone	9267184	Mobile	0782056379
Fax Area Code	011	Fax	9203640	Email*	patrick.rakumako@wits.ac.za

Note Section 4 and 5 are only applicable for local (South African) suppliers.

Screenshot 10: Section 4 – Company Information (local suppliers only)

The section below is to be completed by the Supplier must ensure that all the information provided is correct.

Section 4: To be completed by Local Suppliers only	
Company Registration Number / Identity Number (if an individual)*	2012/2000012
Is your company VAT Registered?	<input type="radio"/> Yes <input type="radio"/> No
Last Financial Year Annual Turnover Range	
< R5 Million	<input checked="" type="radio"/> In terms of the DTI codes, you are classified as an Exempt Micro Enterprise (EME). If your company is classified as an EME, please include in your submission a signed letter from your Auditor / Accountant confirming your company's most recent annual turnover is less than R5 million and percentage of black ownership and black female ownership in the company AND/OR BBBEE certificate and detailed scorecard from an accredited rating agency (ie permanent SANAS Member), should you feel you will be able to attain a better BBBEE score.
R5 - R35 Million	<input type="radio"/> In terms of the DTI codes, you are classified as a Qualifying Small Enterprise (QSE) and you claim a specific BBBEE level based on any 4 of the 7 elements of the BBBEE scorecard, please include your BEE certificate in your submission as confirmation of your status. NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (ie permanent SANAS Member).
> R35 Million	<input type="radio"/> In terms of the DTI codes, you are classified as a Large Enterprise and you claim a specific BEE level based on all seven elements of the BBBEE generic scorecard. Please include your BEE certification in your submission as confirmation of your status.

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Screenshot 11: Section 5 – B-BBEE Information (local suppliers only)

This section is to be completed by the Supplier, ensuring that all sections are completed.

Section 5: BBBEE Ownership Details - To be completed by Local Suppliers only

Does your company have a SANAS APPROVED BBBEE certificate?*

Yes No

BBBEE Certifying Agency* ACCOUNTANTS ON SITE

Please attach certificate of Exemption letter

% Black Ownership* 50.0 % Black woman ownership* 25.0 % Disabled person's ownership* 0.0

State your BBBEE rating* 03 Expiry date of your certification* 2014-01-21 00:00

How many personnel does the firm employ? Permanent* 12 Part time* 12

Screenshot 12: Section 6 – Trade References

The section below is to be completed with current Trade References. The Supplier must ensure that all contact information is correct.

Section 6: Trade References - Local & International

	Company	Contact Person	Contact Number	Contact Email
1*	thathukgo	matheus	0725294856	patrick.rakumako@wits.ac.za
2	Enter the company name	Enter the contact person	Enter the contact number	Enter the contact email
3	Enter the company name	Enter the contact person	Enter the contact number	Enter the contact email

Screenshot 13: Section 7 – Duly Authorised Signatory

This section is to be completed by the individual that is duly authorised to sign and supply the requested information for the respective Company/Organisation. The authorised signatories name is to be completed in full.

Section 7: Duly Authorised To Sign For And On Behalf Of Company / Organisation

I warrant that I have been duly authorised to sign this document on behalf of this Supplier and the Supplier will be bound by the terms above. I warrant that the abovementioned information is current and complete in every respect.

Name* patrick Designation Enter your designation

Signature Tick here to acknowledge that the abovementioned information is current and complete in every respect. Date 2014-03-11 11:15

Screenshot 14: Section 8 – Declaration of Interest

The Supplier must complete the “**Declaration of Conflict of Interest section**”. The Supplier is to declare any relationship between themselves and the University prior to submitting the application form.

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Section 8: Declaration of Interest by a Supplier Wishing To Conduct Business with Wits

Any person may apply to become a Supplier of Wits. The University required full disclosure from you. Failure to do so is a material breach of any contract you may be awarded by the University. Full disclosure should take into account whether there is a relationship between yourself or any of you employees or shareholders or anybody else that may be connected to you and the University and/or its employees (a shareholder, owner, family, friend or other relationship).

I acting on behalf of the Applicant, declare as follows:
The Applicant has no current, and I know of no future possible conflict of interest in the Applicant becoming a Supplier to the University.

1. The following questionnaire must be completed on behalf of the Applicant and submitted with the application

1.1 Does the applicant have an existing relationship with the University?*	<input checked="" type="radio"/> No	<input type="radio"/> Yes
1.2 Is the applicant or any person connected with the Applicant employed by Wits?*	<input checked="" type="radio"/> No	<input type="radio"/> Yes
1.2 Does the Applicant, or any person connected with the Applicant, have any relationship (family, friend or other) with a person employed by Wits and who may be involved with the evaluation and/or adjudication of this application?*	<input checked="" type="radio"/> No	<input type="radio"/> Yes

Declaration
I warrant that I have been duly authorize to sign this document on behalf of this Supplier and the Supplier will be bound by the terms above. I warrant that the abovementioned information is current and complete in every respect.

Name*	<input type="text" value="patrick"/>	Designation	<input type="text" value="Enter your designation"/>
Signature	<input checked="" type="checkbox"/> Tick here to acknowledge that the above mentioned information is current and complete in every respect.	Date	<input type="text" value="2014-03-11 11:15"/>

Screenshot 15: Section 9 – Independent contractor & Personal Services Questionnaire

The purpose of the questionnaire is to assist the University in determining whether or not PAYE (Pay as You Earn Tax) should be deducted off your payments. This information may be forwarded to the relevant authorities.

Section 9: Independent contractor & Personal Services Questionnaire
The purpose of the questionnaire is to assist the University in determining whether or not PAYE should be deducted off your payments. This information may be forwarded to the relevant authorities.

Full name of / Entity / Individual*	<input type="text" value="Enter full name"/>		
University Staff Number (if applicable)	<input type="text" value="Enter staff number"/>	ID Number / Passport Number*	<input type="text" value="Enter ID / Passport"/>
Country of Origin*	<input type="text" value="Enter your country of origin"/>		
Type of Person*	<input type="radio"/> Natural		<input type="radio"/> Legal
Type of Entity*	<input type="radio"/> Close Corporation	<input type="radio"/> Company	<input type="radio"/> Trust <input type="radio"/> Partnership <input type="radio"/> Any Other
Name of member CC / Company Shareholders (if applicable)	<input type="text" value="Enter member details"/>		
Income Tax Reference Number*	<input type="text" value="Enter your tax reference number"/>		
VAT Registration Number (if registered for VAT)	<input type="text" value="Enter your VAT reference number"/>		
Nature of Service to be rendered*	<input type="text" value="Enter nature of service"/>		
Frequency of payment (Invoicing method)*	<input type="radio"/> Once Off	<input type="radio"/> Daily	<input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Other

Top section of form for Section 9

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Screenshot 16: Middle section of form for Section 9

Total number of full time employees employed by the entity (during the year of assessment excluding shareholder/member or connected person e.g relative)*	<input style="width: 98%;" type="text" value="0"/>		
Are the services provided to the University required to be performed mainly at the University's premises?*	<input type="radio"/> Yes	<input type="radio"/> No	<input style="width: 98%;" type="text" value="Enter the details of work"/>
Is the person who will render the services subject to the control of the University as to the manner in which his/her duties are performed or as to his/her hours of work?*	<input type="radio"/> Yes	<input type="radio"/> No	

Screenshot 17: Last section for Section 9

Is the person who will render the services subject to the supervision of the University as to the manner in which his/her duties are performed or as to his/her hours of work?*	<input type="radio"/> Yes	<input type="radio"/> No	
Name of person rendering services to Wits University*	<input style="width: 98%;" type="text" value="Enter the name of the person"/>		
Do you generate more than 80% of the income from Wits University? if no, please fill in and agree to the affidavit below*	<input type="radio"/> Yes	<input type="radio"/> No	
Are you in possession of an exemption certificate*	<input type="radio"/> Yes (certified copy of IRP30 to be attached)	<input type="radio"/> No	
Are you in possession of a SARS tax directive	<input type="radio"/> Yes (certified copy to be attached)	<input type="radio"/> No	
Additional Comments	<input style="width: 98%;" type="text"/>		

Screenshot 18: Section 9 – Declaration

The Supplier must complete the Declaration section. The Supplier is to acknowledge that the information contained in the form is true and correct. The Supplier must also declare under oath that 80% of income is not generated from The University of the Witwatersrand.

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Declaration			
<ul style="list-style-type: none">- The South African Revenue Services has placed the onus on the University to decide whether you can be classified as an Independent Contractor, Personal Service Provider or not.- It must be noted that should SARS conduct an audit on the University the questionnaire will be supplied to SARS to confirm the action taken by the University.			
Name*	<input type="text" value="Enter your name"/>	Designation	<input type="text" value="Enter your designation"/>
Signature	<input type="checkbox"/> Tick here to acknowledge that the information contained herein is true and correct.	Date	2014-03-11 11:15
Affidavit			
<i>I hereby declare under oath that I do not generate more than 80% of my income from The University of the Witwatersrand.</i>			
Name*	<input type="text" value="Enter your name"/>	Designation	<input type="text" value="Enter your designation"/>
Signature	<input type="checkbox"/> Tick here to declare under oath that 80% of income is not generated from The University of the Witwatersrand.	Date	2014-03-11 11:15
			Close Supplier Form

Submitting the Application Form

Once the Supplier has completed all the mandatory fields and the form has been authorised for submission the Supplier can then select the Submit Supplier form button. Once the Suppliers application has been submitted an Email will be sent to the relevant Buyer for further vetting.

If you require further assistance, please email your Wits contact person or email help.procurement@wits.ac.za