



Supplier Registration Preparation Guideline V4 Sep 2022

Oracle Procure-to-Pay (P2P)

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1. Introductory & Benefits when registering as a Supplier to Alexander Forbes Group

Alexander Forbes has migrated to a self-managed supplier portal called Oracle Fusion for our new or existing suppliers to register their company by trade activity/s.

The benefits you will enjoy as a supplier are,

- A single vendor number for the Alexander Forbes Group of Companies.
- Easy update of your supplier profile using a self-managed approach whenever you have a need to do so or if prompted to do so by Alexander Forbes.
- Registration of your company by selection of multiple trade activities thereby expanding your opportunity when there is a market search.
- System notifications for actions need to be performed example renewal of expired document/s, response to price negotiations, receipt and acknowledgement of purchase orders, reminders on overdue deliveries, notifications to upload invoices etc.
- The ability to view and participate in published RFQ's and RFP's.
- Registration as a prospective / potential supplier until such time where Alexander Forbes realizes a need to promote you to a spend authorized supplier.

2. Escalation of Supplier Registration or Supplier Amendment Constraints

The Alexander Forbes Procurement Administration Team will be standing by to support you when you encounter any challenges during the supplier registration process.

Kindly send an e-mail to: AlexanderForbesProcu@alexforbes.com and include,

Name & Surname of your Administrator

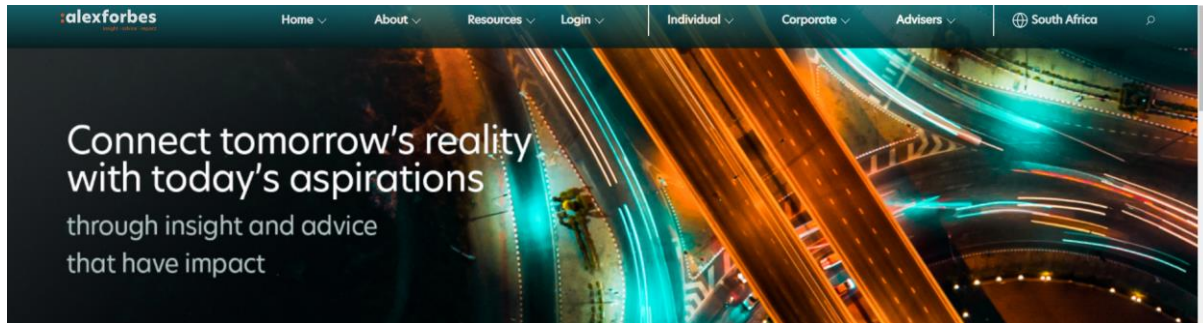
E-mail address of your Administrator

Telephone number of your Administrator

3. Steps to follow for Supplier Registration

3.1 Login to the Alexander Forbes Group external website

To log in to our external website using Google Chrome, go to www.alexforbes.com

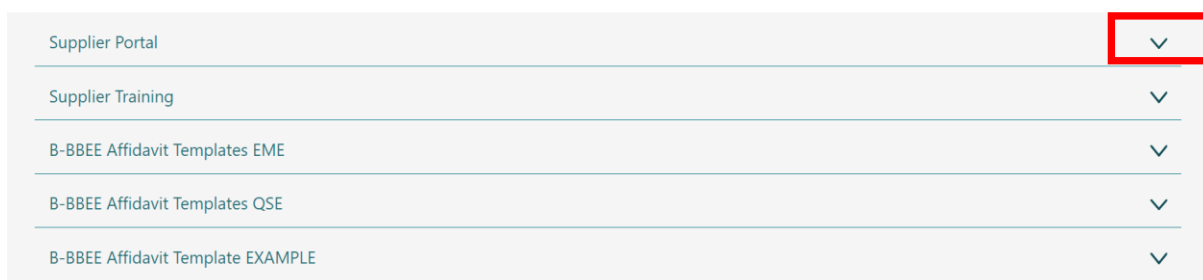


3.2 The Group Procurement Section

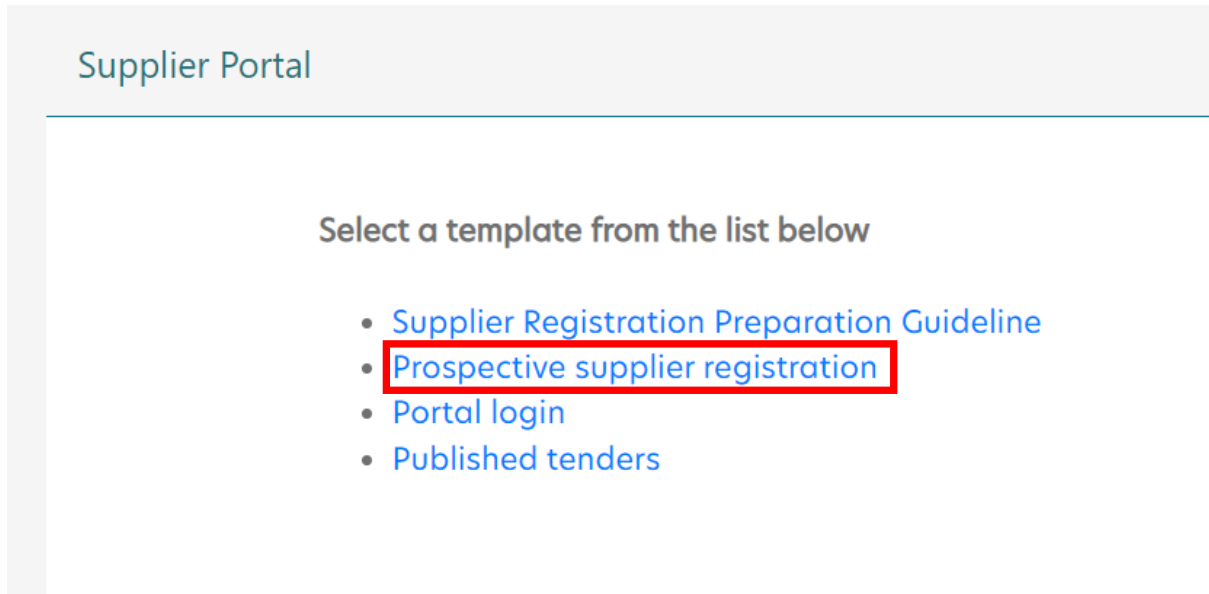
Scroll to the bottom of the page and select Procurement



3.3 Select Supplier Portal

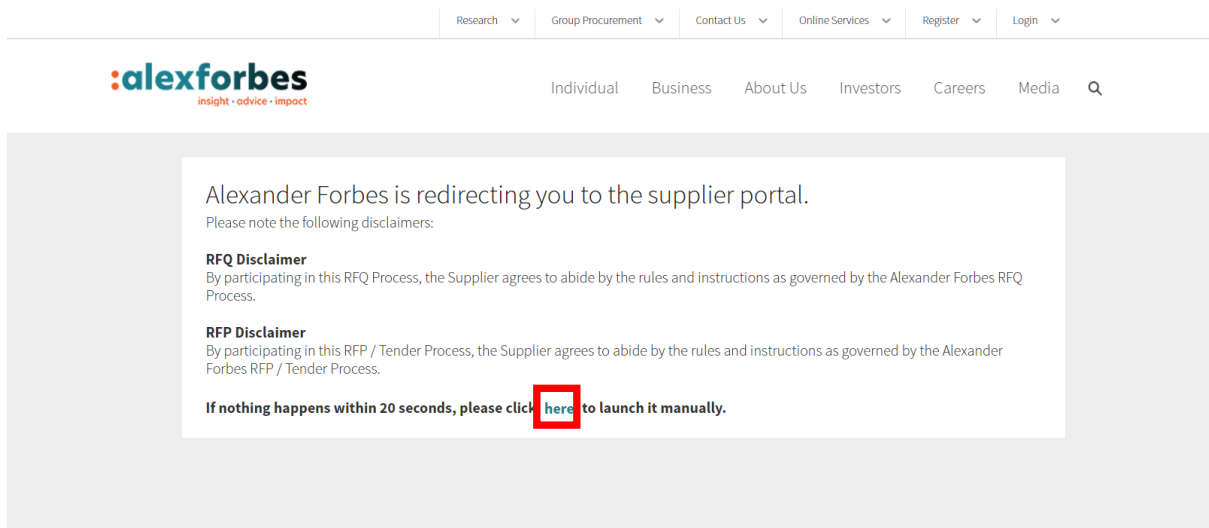


3.4 Select Prospective supplier registration

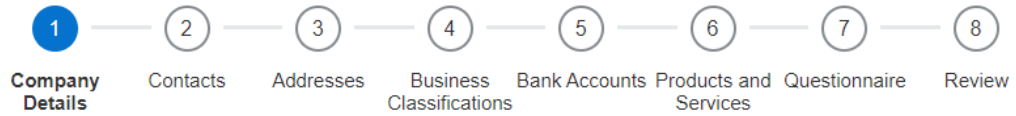


3.5 Loading Webpage

Select “here” if the portal does not open within 20 seconds



3.6 Complete all eight fields below and submit for processing



4. Electronic Documents Preparation Summary

Alexander Forbes recommends that you create an electronic folder called “support documents” in your “my documents” section of your laptop or pc

These support documents will ensure your readiness for electronic upload in the “Business Classification” section when you commence the vendor onboarding process.

By applying this proactive approach, you will be able to prevent delays during the vendor onboarding process.

5. Supporting Documents and Compliance

To simplify the uploading of documents under this step; we encourage that all support documents are readily available and accessible.

Note: Suppliers outside of South Africa to upload as relevant to their country of registration.

5.1 Company Registration Certificate or Share Certificate:

The certificate should display the names, surnames, and identity numbers of all shareholders.

Start date will be the date when you registered the business 01/04/20XX and there will not be an end-date.

5.2 Identity Documents or Passports: all Shareholders, Directors and Authorised Signatories must have a certified stamp not older than three months. **This applies to companies and sole proprietor.**

Start date will be the issue date of the ID document and there will not be an end-date.

5.3 Proof of physical address: as per one of the nominated submission documents below.

Individual requirements (Sole-Proprietor)	Non-individual / Legal Entity requirements
1. A utility bill (less than three months old); or	1. A utility bill (less than three months old); or
2. A lease or rental agreement (valid) or rental invoice; or	2. A lease or rental agreement (less than a year old); or
3. A municipal rates and taxes invoice (less than three months old); or	3. A municipal rates and taxes invoice (less than three months old); or
4. An official tax return (less than a year old); or	4. An official tax return (less than a year old); or
5. An official tax assessment, or official correspondence, from the local revenue services (less than three months old); or	5. An official tax assessment, or official correspondence, from the local revenue services (less than three months old); or
6. A valid television licence document (less than a year old); or	6. A valid television licence document (less than a year old); or
7. Confirmation from a tribal authority or municipal councillor; or	7. A letter, from the Registered Auditor / Company Secretary, stating the physical address of the company (must confirm the details of the Registered Auditor/Company Secretary or
8. Affidavit from an authorised police official or	8. A (valid)bank statement
9. A (valid) bank statement	

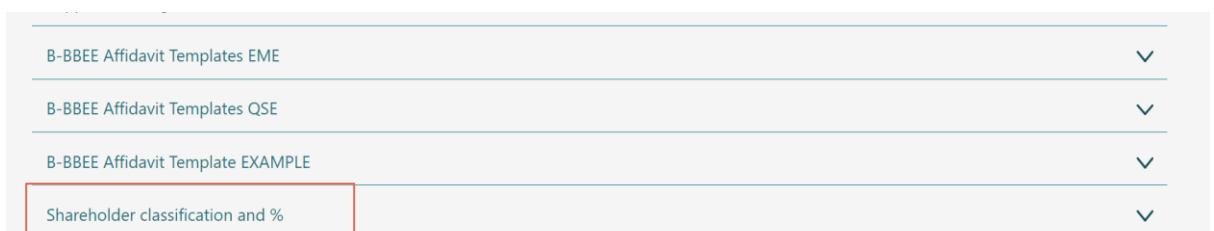
5.4 Delegated Authority Letter: (Authorized Signatories)

Kindly upload a signed letter on your company letterhead informing of all persons who are delegated to sign on behalf of your organization using the following guidelines;

- Name / Surname / Job Title
- Area of Responsibility
- Delegation Limits (if any)

5.5 Shareholder Classification: (Percentage Breakdown of Shareholders)

Kindly download the shareholder classification template from our Group Procurement section on our external website as illustrated below



You may also utilise this template and upload same in the supplier questionnaire section when prompted to do so.

If a Shareholder is a Non-Individual, we will also require the relevant documentation such as;

- Legal entity (Company Registration Certificate or Share Certificate)
- Trust (Trust Deed and authority letter)

5.6 Bank Account Confirmation: must be on an official bank letterhead confirming the banking account details not older than three months.

Start date will be the date the bank letter was issued 01/04/20XX and there will not be an end-date

5.7 Tax Compliance Status: this is the one-page SARS pdf document that displays your third-party pin number and tax number for SA origin suppliers, or the related tax compliance document should be uploaded for other countries if relevant.

Start date will be the date issued i.e., 01/04/20XX and the end date will be as per the expiry date indicated on the certificate.

5.8 VAT Registration Certificate: optional for suppliers who charge VAT.

Start date will be the issue date and there will not be an end-date.

5.9 Public Liability or Public Indemnity Certificate: this is confirmation of your insurance liability cover should this be relevant to the services you aim to deliver.

Start date will be the date issued i.e., 01/04/20XX and the end date will be as per expiry date indicated on the certificate.

5.10 Workman's Compensation Certificate / COID Certificate: this is required if any of your resources perform work on our site to safeguard against claims relating to compensation for injuries and diseases.

Start date will be the date issued i.e., 01/04/2XX and the end date will be as per expiry date indicated on the certificate.

CIDB Certificate – this is the Construction Industry Development Board grading certificate if relevant to your industry.

Start date will be the date issued i.e., 01/04/20XX and the end date will be as per expiry date indicated on the certificate.

5.11 Other Certificates: in this section you can also add any other certificate/s you want to declare as added reinforcement to your supplier profile and name them appropriately.

Start date will be the date issued i.e., 01/04/20XX and the end date will be as per expiry date indicated on the certificate.

5.12 Broad Based Black Economic Empowerment (B-BBEE): a SANAS accredited BEE Certificate or a sworn and certified affidavit on the 2-page prescribed template for EME or QSE related to your sector and insert the date/month/year in the previous financial year end section example 28/02/2021, if you are a new company indicate the words "start-up 28/02/2021" (insert the date you started your company)

Alexander Forbes has placed the prescribed **B-BBEE Affidavit templates** per relevant industrial sector for **EME** and **QSE** including a sample of how to complete your B-BBEE Affidavit in our Group Procurement section as per illustration below.

B-BBEE Affidavit Templates EME	▼
B-BBEE Affidavit Templates QSE	▼
B-BBEE Affidavit Template EXAMPLE	▼
Shareholder classification and %	▼

EME (Exempted Micro Enterprises) with annual turn-over of ZAR ten-million or lower.

QSE (Qualifying Small Enterprises) with annual turn-over between ZAR ten million and ZAR fifty-million.

B-BBEE Compliance

Outdated or incorrect affidavits submitted will result in rejection of your supplier registration request until it meets the qualification criteria.

A QSE is only permitted to use the prescribed BEE affidavit template if the company has 51% or more black ownership, all other QSE's must produce a verified BEE certificate issued by a SANAS accredited BEE verification agency.

CIPC affidavits or letter from accounting authority is not permitted for our B-BBEE evaluation.

Alexander Forbes financial year starts on 01 April each year and ends on 31 March the following year. Your B-BBEE certificate or affidavit can carry an expiry date that is within the date range for our current financial year and renewed year on year using the same date range if applicable.

Start date for accredited B-BBEE certificate is the issue date i.e., 01/04/20XX and the end date will be as per expiry date indicated on the certificate.

Start date for sworn BEE affidavit is the issue date i.e., 01/04/20XX and end date will be a year later example 31.03.20XX.

Note: Your certificate or affidavit can expire after 01 April to 31 March as per our financial year.

Your signature date and that of the Commissioner should be the same.

6. Supplier Portal Links

You will be able to access all supplier portal training links, manuals, and templates in the section/s below.

Welcome aboard.	
Supplier Portal	▼
Supplier Training	▼
B-BBEE Affidavit Templates EME	▼
B-BBEE Affidavit Templates QSE	▼
B-BBEE Affidavit Template EXAMPLE	▼
Shareholder classification and %	▼

Supplier Training

Select a template from the list below

- [Watch the Supplier Registration demo](#)
- [Supplier Self-Training Manual](#)

7. Welcome and Appreciation

Alexander Forbes Group Procurement welcomes you and extends its gratitude for your understanding with all the related requirements to meet compliance on our vendor onboarding process.