

Supplier

User Manual

A complete guide to registering, managing your profile,
and bidding on RFQs and tenders.

Version	1.0
Published	May 2026
Portal URL	https://www.geoscience.org.za
Audience	Suppliers registering on, or bidding through, the CGS eProcurement portal

Table of Contents

Table of Contents.....	2
Getting Started	3
Who should use the portal	3
What you will need before you begin	3
Registering as a Supplier.....	4
Logging In	7
Your Account Dashboard	8
4.1 Understanding status	8
Profile and Documents	9
5.1 Profile section	9
5.2 Documents	9
Resubmitting Your Registration.....	10
Browsing RFQs and Tenders.....	11
Submitting a Bid	14
Editing or Replacing Your Bid	16
Changing Your Password	17
Common Issues and FAQs.....	18
Glossary.....	19
Contact Us	20

CHAPTER 1

Getting Started

Welcome to the Council for Geoscience Supplier Portal. This guide walks you through everything from creating your supplier account to bidding on RFQs and tenders. You can access the portal at www.geoscience.org.za using any current web browser, including Chrome, Edge, Firefox, and Safari.

Who should use the portal

Any business or individual that wishes to supply goods or services to the Council for Geoscience. Both South African registered entities and foreign suppliers can register and bid.

What you will need before you begin

- Your company registration number
- Your Master Account Authentication number (MAAA) issued by the Central Supplier Database (CSD), for South African suppliers
- Your bank account details (bank name, branch code, account number)
- A primary contact person, phone number, and physical address
- Your B-BBEE certificate or sworn affidavit, if applicable (PDF format)
- Your tax clearance status (CSD verifies this automatically)

If you do not have a MAAA number yet, register with the Central Supplier Database at www.csd.gov.za first. The CGS portal will not approve your registration without one if you are a South African supplier.

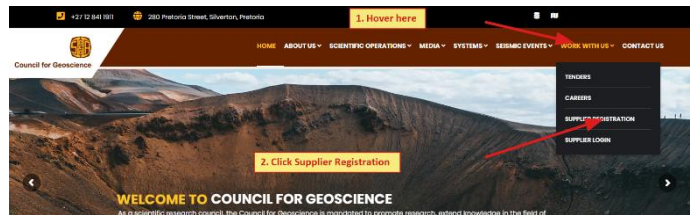
CHAPTER 2

Registering as a Supplier

Follow the steps below to create your supplier account. The full form takes about ten minutes to complete. You can also visit www.geoscience.org.za/register/ directly to skip the menu navigation.

Step 1

On the CGS website at www.geoscience.org.za, hover Work With Us in the top menu, then click Supplier Registration from the dropdown.



Step 2

At the top of the registration form, fill in your first and last name, choose a username, enter your email address, and choose a strong password.

 A screenshot of the 'Register' form on the Council for Geoscience website. The form is titled 'Register' and has a subtitle 'Home / Register'. It contains several input fields: 'Enter your first name *', 'Enter your last name *', 'Choose a username *', 'Email *', and '10-digit contact number *'. There is a red arrow pointing to the '10-digit contact number' field. The form is set against a background image of a landscape with mountains and a body of water.

Step 3

Select Yes for SA Company if your business is registered in South Africa. Enter your MAAA Number, Company Name, and Company Registration Number. Then fill in primary contact, phone, address, products and services description, business type, and country.

 A screenshot of the 'Company Info' form on the Council for Geoscience website. The form is titled 'Company Info' and contains several input fields: 'Registered company name *', 'Choose Business Type... *', 'Is your company registered with COIDA? *' (with radio buttons for Yes and No), 'You Have South African registered company? *' (with radio buttons for Yes and No), 'Enter trading name', 'Company registration number (e.g. 2020/123456/07) *', 'Full name of primary contact person *', 'https://www.example.com', 'Physical street address *', 'South Africa', 'Province *' (with a dropdown menu), and 'City or town *'. There is a red arrow pointing to the '10-digit contact number' field. The form is set against a background image of a landscape with mountains and a body of water.

Step 4

Choose your Enterprise Type (Generic, EME, or QSE) and indicate whether you have a B-BBEE certificate. If Yes, enter your B-BBEE recognition level (1 to 8) and ownership percentages. Ownership percentages should total 100.

Step 5

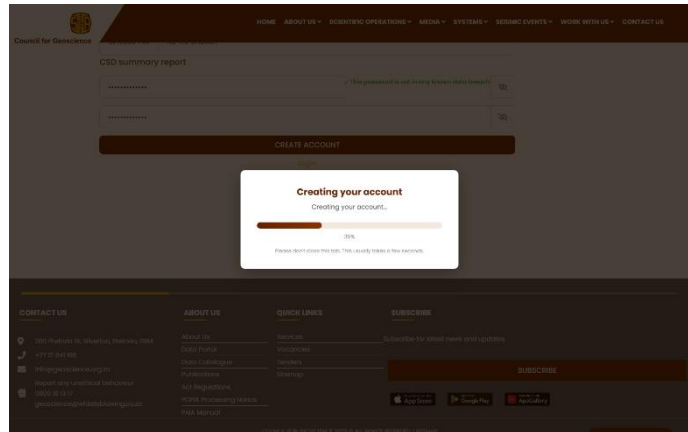
Select your Bank Country. For SA suppliers this defaults to South Africa. The Bank Name dropdown populates with banks recognised by SAP. Pick your bank, then select the branch code. Enter your bank account number.

Step 6

Scroll to the documents section. Optionally attach your CSD report, B-BBEE certificate, and tax clearance certificate. CSD verifies tax clearance automatically. Review the declaration, then click Submit.

Step 7

The portal validates your details with SAP. This takes 5 to 30 seconds. You will see one of three outcomes: approved (you can log in immediately and start bidding), in_review (SAP flagged something, see Chapter 6 to fix and resubmit), or pending (still processing, refresh after a minute).



If you mark Yes for B-BBEE but you are an EME (Exempt Micro Enterprise) or QSE (Qualifying Small Enterprise), a sworn affidavit on your company letterhead is acceptable in place of a SANAS-accredited certificate.

If the Bank Name dropdown is empty after you select a country, refresh the page in your browser and try again. See Chapter 11 for further troubleshooting.

CHAPTER 3

Logging In

You can log in directly at www.geoscience.org.za/login/ or navigate through the Work With Us menu as shown below.

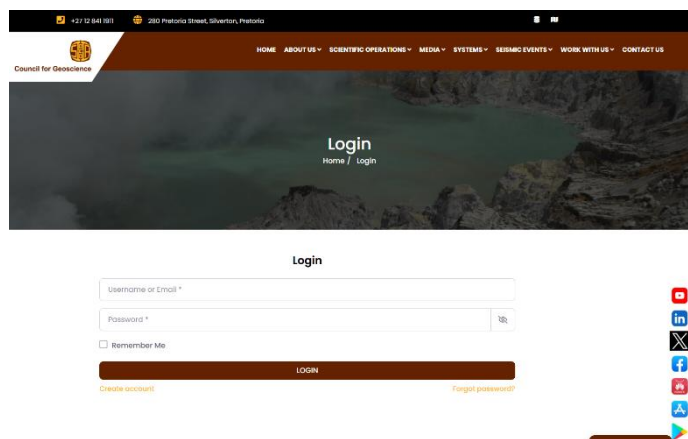
Step 1

On the CGS website, hover Work With Us in the top menu, then click Supplier Login from the dropdown.



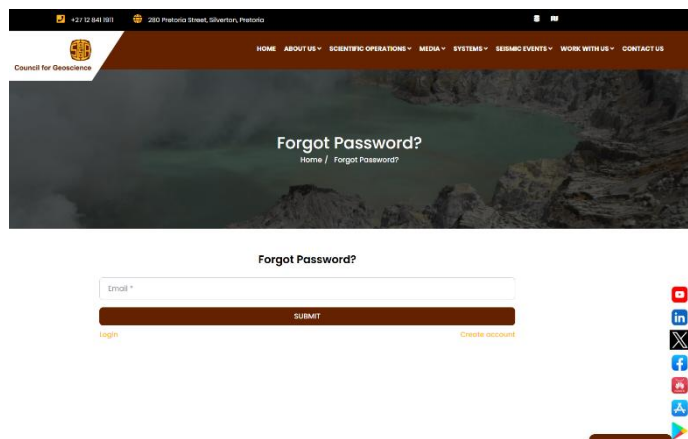
Step 2

Enter your username or email and password, then click Sign In.



Step 3

If you forgot your password, click Forgot Password on the login page. Enter your registered email. A reset link is sent to your inbox; the link is valid for 24 hours. Open the link and choose a new password.



CHAPTER 4

Your Account Dashboard

After login you land on your Account Dashboard. The page shows your status, your supplier identifiers, and your registered documents. New approved suppliers see a profile-completion wizard that walks through additional details across multiple steps.

Figure: Top of the Account Dashboard with the profile wizard

4.1 Understanding status

Your account can be in one of four statuses:

- pending: registration submitted, SAP validation in progress
- approved: registration accepted, you can bid on RFQs and tenders
- in_review: SAP flagged your registration for manual review, check the reason and resubmit
- sap_review: SAP CPI rejected your registration, contact CGS SCM with your registration reference

CHAPTER 5

Profile and Documents

5.1 Profile section

Scroll down on the Account Dashboard for your full profile: contact information, address, business type, B-BBEE level, ownership, and bank details. Click Edit Profile to make changes. Some fields cannot be edited after first submission (e.g. MAAA, Company Registration Number); contact CGS SCM if those need to change.

Figure: Profile section

5.2 Documents

Further down the dashboard, your registration documents are listed (CSD report, tax clearance, B-BBEE certificate). You can re-upload an updated version at any time; the new file replaces the previous one.

Figure: Documents section

CHAPTER 6

Resubmitting Your Registration

If your status is in_review, click View Reason on the Account Dashboard to see what SAP flagged. Common reasons include:

- MAAA does not match CSD records: check the MAAA you entered against your CSD profile at www.csd.gov.za
- Company registration number mismatch: confirm the number on your CIPC certificate
- Tax clearance expired: renew via SARS eFiling and CSD will re-verify
- B-BBEE document missing or unreadable: re-upload a clear PDF

After addressing the reason, return to your Account Dashboard, click Edit Profile, make the change, and click Submit. Your status returns to pending while SAP re-validates.

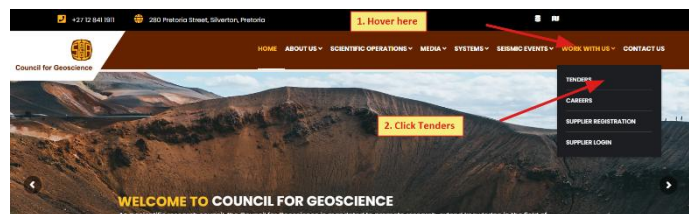
CHAPTER 7

Browsing RFQs and Tenders

You can browse open opportunities by direct URL at www.geoscience.org.za/open-bids/ or through the Work With Us menu as shown below.

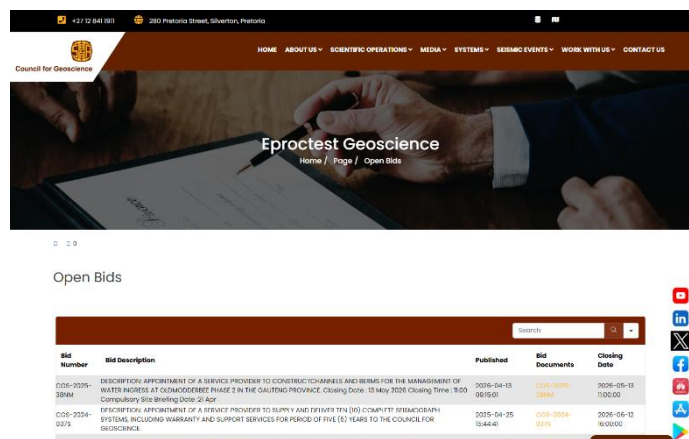
Step 1

On the CGS website, hover Work With Us in the top menu, then click Tenders from the dropdown.



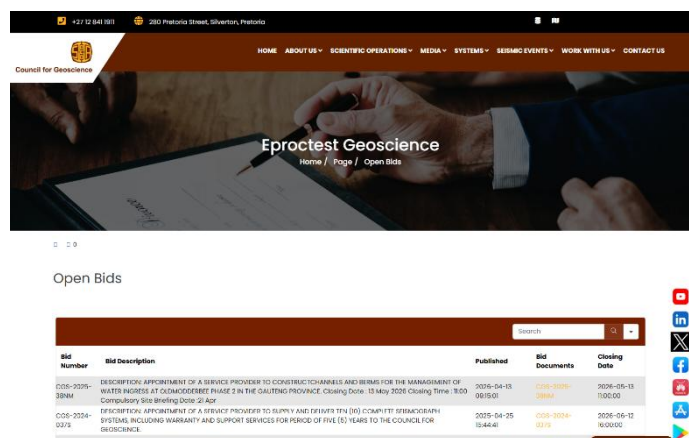
Step 2

The listing shows each tender with its Reference Number, Title, Category (Open RFQ, Open Tender, Closed Bid), Closing Date and Time, and a status indicator. Click the reference to open the full tender details and download the brief.



Step 3

When you are logged in, a Submit Bid button appears on tender pages you are eligible to bid on, and an Edit Bid button appears if you have an active submission against that tender.





Council for Geoscience

[HOME](#)
[ABOUT US](#)
[SCIENTIFIC OPERATIONS](#)
[MEDIA](#)
[SYSTEMS](#)
[SEISMIC EVENTS](#)
[WORK WITH US](#)
[CONTACT US](#)

Step 1 of 12

Next

Update Account

Manage Cookie Consent

To provide the best experiences, we use technologies like cookies to store and/or access device information. Consenting to these technologies will allow us to process data such as browsing behavior or unique IDs on this site. Not consenting or withdrawing consent, may adversely affect certain features and functions.

Accept Deny View preferences

[Privacy Policy](#) [Privacy Policy](#)

280 Pretoria St, Silverton, Pretoria, 0184

+27 12 841 1911

info@geoscience.org.za

Report any unethical behaviour

0800 16 13 17

geoscience@whistleblowing.co.za

About Us

Data Portal

Data Catalogue

Publications

Act Regulations

POPIA Processing Notice

PAIA Manual

Services

Vacancies

Tenders

Sitemap

Subscribe for latest news and updates.

SUBSCRIBE

Download on the App Store

GET IT ON Google Play

VIEW IT ON AppGallery

COUNCIL FOR GEOSCIENCE 2023 © ALL RIGHTS RESERVED. | SITEMAP



Council for Geoscience

[HOME](#)
[ABOUT US](#)
[SCIENTIFIC OPERATIONS](#)
[MEDIA](#)
[SYSTEMS](#)
[SEISMIC EVENTS](#)
[WORK WITH US](#)
[CONTACT US](#)

Edit Account

Change Password

Notifications

Privacy

My Submissions

Delete Account

Logout

1 Personal Info

2 Company Info

3 Banking

4 Tax Clearance

5 TCS

6 BBBEE

7 VAT

8 CIDB

9 Ownership

10 CSD

11 Contact Person

12 Step 12

Personal Info

Manage Cookie Consent

To provide the best experiences, we use technologies like cookies to store and/or access device information. Consenting to these technologies will allow us to process data such as browsing behavior or unique IDs on this site. Not consenting or withdrawing consent, may adversely affect certain features and functions.

Accept Deny View preferences

[Privacy Policy](#) [Privacy Policy](#)

manualtest+655283@ditlout.com

Email address cannot be changed.

Bio

Step 1 of 12

Next

Update Account



Council for Geoscience

[HOME](#)
[ABOUT US](#)
[SCIENTIFIC OPERATIONS](#)
[MEDIA](#)
[SYSTEMS](#)
[SEISMIC EVENTS](#)
[WORK WITH US](#)
[CONTACT US](#)

[* Change Password](#)
[Notifications](#)
[Privacy](#)
[My Submissions](#)
[Delete Account](#)
[Logout](#)

7

8

9

10

11

12

VAT
CIBB
Ownership
CSD
Contact Person
Step 12

Personal Info

Manual

Te

Use

m

User

Emc

m

Email address cannot be changed.

Bio

Step 1 of 12

Next

Update Account

Manage Cookie Consent

To provide the best experiences, we use technologies like cookies to store and/or access device information. Consenting to these technologies will allow us to process data such as browsing behavior or unique IDs on this site. Not consenting or withdrawing consent, may adversely affect certain features and functions.

Accept
Deny
View preferences

Privacy Policy
Privacy Policy









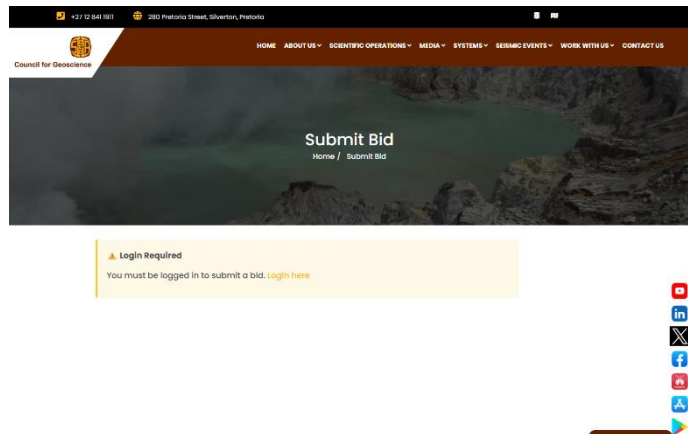
CHAPTER 8

Submitting a Bid

From the tender details page, click Submit Bid. The bid form is dynamic: the publisher of each RFQ chooses which sections to include, so a form may differ slightly between RFQs. The following walkthrough shows every possible section.

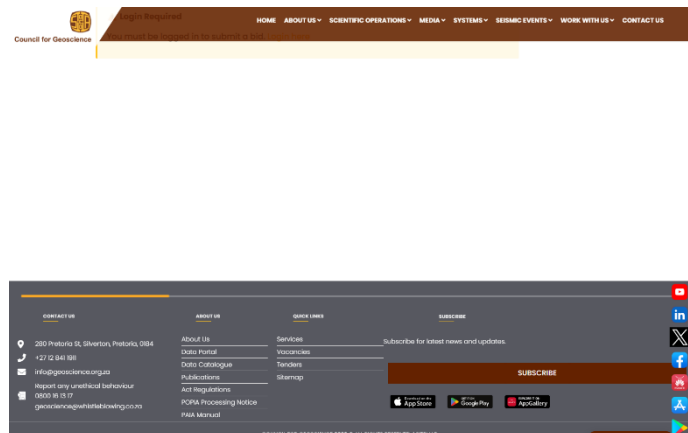
Step 1

Open the bid form by clicking Submit Bid on a tender details page. The first mandatory field is the Completed Price / Quotation Schedule. Attach at least one file (PDF, Excel, or Word). Multiple files are allowed; use Remove to drop a file before submitting.



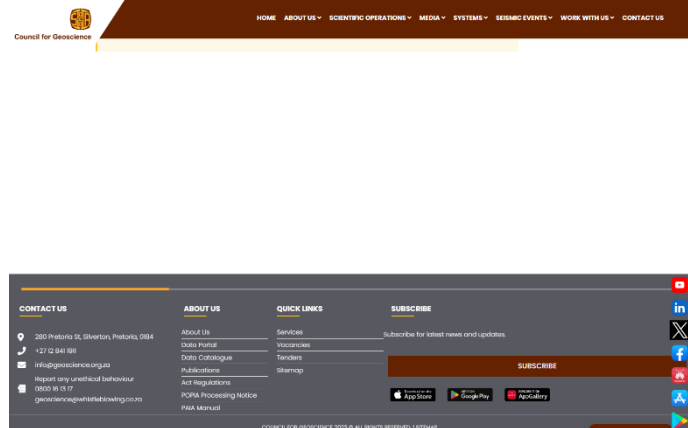
Step 2

Sign and upload SBD 4 (Declaration of Interest) and SBD 6.1 (Preference Points Claim Form). These are optional but recommended. PDF only.



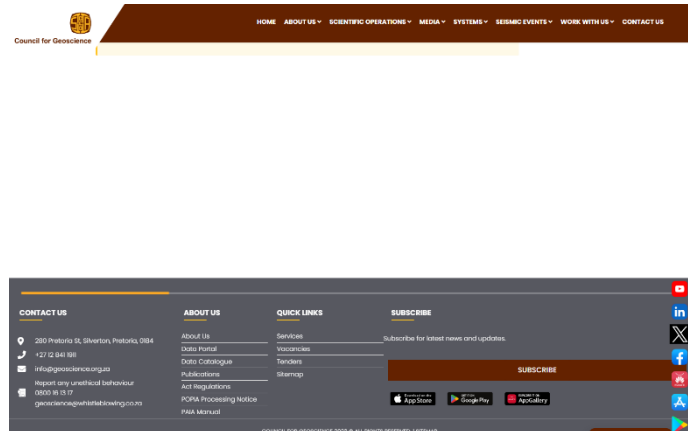
Step 3

If the Specific Goals section is shown, upload your B-BBEE Certificate or Sworn Affidavit per SBD 6.1 (PDF, optional). If the CSD Report section is shown, you may upload your latest CSD report (PDF, optional) - only needed if your CSD details have changed since registration.



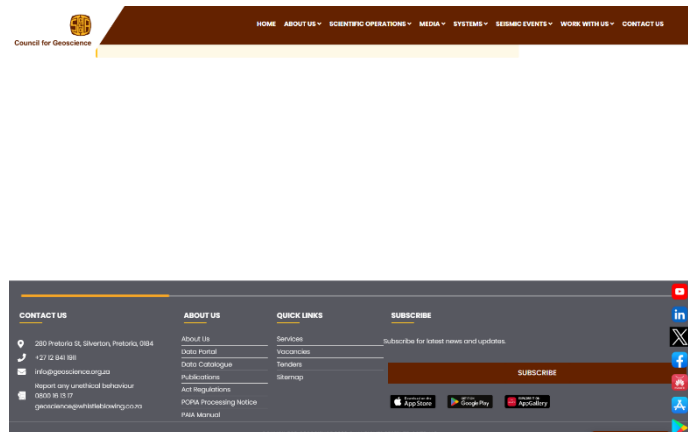
Step 4

If the Mandatory Documents section is shown, attach all mandatory documents listed in the RFQ. If the Functional Evaluation section is shown, attach all documents required for functional scoring. Both sections support multiple files. Read the RFQ carefully: missing a mandatory document usually disqualifies the bid.



Step 5

Choose your Bidding Structure (Individual Bidder, Joint Venture, or Consortium). Upload a JV or Consortium agreement if applicable. Tick the Declaration checkbox confirming the information is true and you are authorised. Click Submit RFQ Response.



After submission, you will see a confirmation page with your Submission Reference Number. Take note of it: you will need this number for any follow-up. The documents are queued for transfer to SAP, and you will receive an email confirmation shortly after.

CHAPTER 9

Editing or Replacing Your Bid

You can edit your bid up until the closing date and time printed on the tender. To edit:

- Log in and go to your Account Dashboard
- Click My Submissions to see your active bids
- Click Edit Bid on the bid you want to change
- Add, replace, or remove documents using the file controls
- Click Re-submit RFQ Response

When you re-submit, the full updated set of documents is sent to SAP. The previous submission is replaced; you will not have duplicate documents in the SAP record.

After the closing date, the Edit Bid button is disabled. No further changes are accepted, including for technical issues. Please give yourself enough time before closing.

CHAPTER 10

Changing Your Password

Click Change Password from your account menu, or visit www.geoscience.org.za/change/. Enter your current password, then your new password twice. Click Change Password.

Passwords must be at least 8 characters. Avoid passwords that have been seen in known data breaches; the portal silently flags these and asks you to choose another.

Figure: Change Password page

CHAPTER 11

Common Issues and FAQs

Q: The bank dropdown is empty after I select my country.

A: Refresh the page in your browser (press F5 or Ctrl-R). If the dropdown is still empty, clear your browser cache for the last hour and revisit the registration page. If the problem persists, contact CGS SCM with a screenshot.

Q: I do not have a MAAA number. Can I still register?

A: South African registered entities require a MAAA from National Treasury via the Central Supplier Database. Visit www.csd.gov.za and register on CSD first. Once you have your MAAA, return to this portal to complete your supplier registration. Foreign suppliers do not require a MAAA and can register immediately.

Q: My status is sap_review. What do I do?

A: sap_review means SAP CPI flagged your registration with an issue that requires manual review by CGS Supply Chain Management. Contact CGS SCM at the details in Chapter 13, quoting your registration reference number.

Q: I cannot log in even with what I believe is the right password.

A: Make sure caps-lock is off. If the issue persists, click Forgot Password and request a reset. If you registered with an email but try to log in with your username, try the other one.

Q: I clicked Submit Bid but nothing happened.

A: Check that you have ticked the Declaration checkbox at the bottom of the bid form and that you have attached the mandatory Price / Quotation Schedule. The form will not submit unless both are present.

Q: Can I submit one bid for multiple RFQs at the same time?

A: No. Each RFQ requires its own bid submission. You may, however, attach the same documents to multiple bids.

Q: How will I know if I won the bid?

A: CGS SCM contacts the successful bidder by email and phone. You can also check the Awarded Bids page on the portal for public award announcements.

CHAPTER 12

Glossary

B-BBEE: Broad-Based Black Economic Empowerment. A South African government policy framework that promotes economic participation by black South Africans. Suppliers indicate their B-BBEE status to claim preference points in tender evaluations.

CGS: Council for Geoscience, a South African national science institution responsible for geological mapping and research.

CIDB: Construction Industry Development Board. Required registration for construction and built-environment suppliers.

COIDA: Compensation for Occupational Injuries and Diseases Act registration with the Department of Labour.

CSD: Central Supplier Database (www.csd.gov.za), South Africa's central register of suppliers for government procurement.

MAAA: Master Account Authentication number, the unique identifier assigned to a supplier by National Treasury via the CSD.

Open RFQ: Currently open Request for Quotation, available to all qualifying suppliers to bid on.

Private Bid: A bid that is restricted to specific pre-approved suppliers identified by MAAA or email.

RFQ: Request for Quotation. A simpler procurement instrument, typically used for smaller-value goods or services.

SAP: The Council for Geoscience enterprise resource planning system, which holds the official vendor master data.

SAP CPI: SAP Cloud Platform Integration, the integration middleware between this portal and SAP.

SBD: Standard Bidding Document. National Treasury templates used in public procurement, including SBD 1 (Invitation to Bid), SBD 4 (Declaration of Interest), SBD 6.1 (Preference Points Claim Form).

Tender: A larger procurement instrument, usually for higher-value or longer-term contracts, with more documentation and a formal bidder briefing.

Transversal: A tender published across multiple government departments or entities, where multiple buyers can call off against the resulting contract.

CHAPTER 13

Contact Us

For technical issues with the portal, registration questions, or queries about a published bid, contact the Council for Geoscience Supply Chain Management team:

Email	eprocurement@geoscience.org.za
Phone	+27 12 841 1911
Address	280 Pretoria Street, Silverton, Pretoria, 0184
Website	www.geoscience.org.za

The screenshot shows the login page of the Council for Geoscience portal. The header includes the Council for Geoscience logo and contact information: +27 12 841 1911 and 280 Pretoria Street, Silverton, Pretoria. The navigation menu includes: HOME, ABOUT US, SCIENTIFIC OPERATIONS, MEDIA, SYSTEMS, SEISMIC EVENTS, WORK WITH US, and CONTACT US. The main content area features a large background image of a volcanic landscape with the text 'Login' and 'Home / Login'. Below this, there is a 'Login' section with a 'Username or Email' field, a 'Password' field with a toggle for visibility, a 'Remember Me' checkbox, and a 'LOGIN' button. Links for 'Create account' and 'Forgot password?' are also present. On the right side, there is a vertical stack of social media icons for YouTube, LinkedIn, X, Facebook, and others.

Office hours for SCM enquiries: Monday to Friday, 08:00 to 16:30 South African Standard Time, excluding public holidays.

Thank you for partnering with the Council for Geoscience.