



Supplier Training Manual Document for GPT Web Portal Tender Submission

06 November 2025

Executive Summary

This training manual provides a comprehensive, step by step guide for administrators and suppliers participating in the GPG Web Portal tender submission process. It covers the full lifecycle of supplier engagement, from initial registration and account management to the submission and amendment of tender bids.

Key sections include:

- **Administrator Registration and Login:** Instructions for creating and accessing administrator accounts.
- **Supplier Registration:** Detailed procedures for capturing supplier information, including company details, B-BBEE ownership, contact, and address information.
- **Supplier Details Management:** Guidance on viewing and amending supplier records to ensure accuracy and compliance.
- **Tender Submission Process:** A walkthrough of applying for tenders, uploading required documents, verifying B-BBEE levels, and finalising bid submissions.
- **Bid Management:** Steps for viewing, amending, and tracking submitted bids.
- **FAQs:** A dedicated section addressing common questions to support users throughout the process.

The manual is designed to ensure compliance with regulatory requirements (such as SARS and B-BBEE), streamline supplier onboarding, and promote transparency and efficiency in public procurement. It is an essential resource for all users involved in the tender process on the GPG Web Portal.

Revision History

Revision	Date	Authors	Remarks
Final	06 November 2025	Ntsako Masinga	Final Version

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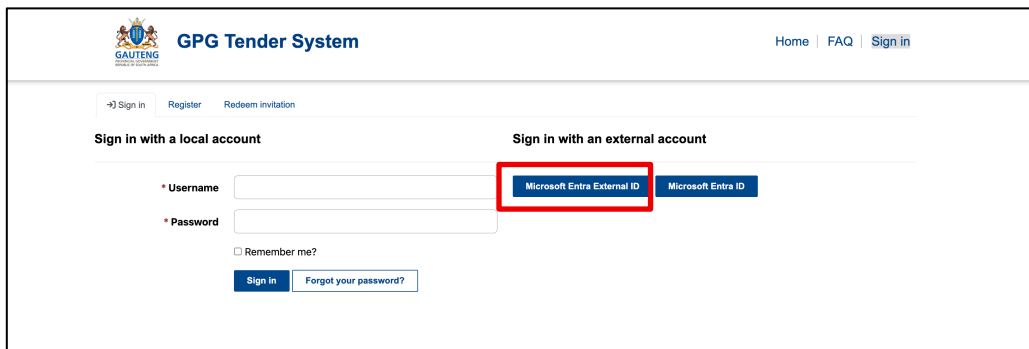
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1 Registration as an Administrator

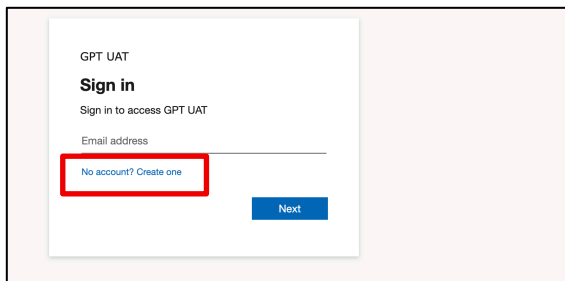
This section outlines the steps required for a company administrator to create an account and gain access to the supplier registration portal. It ensures that administrators are properly authenticated before performing any supplier-related activities.

1.1. Click on Sign in Option

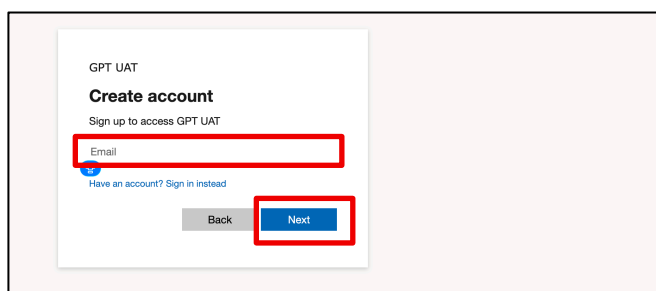
1.2. Click on the Microsoft Entra External ID Button



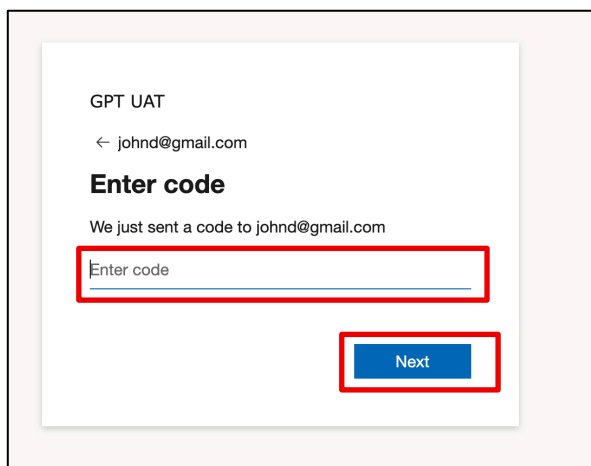
1.3. The Administrator will Complete the No account? Create one option



1.4. The Administrator will Complete the No account? Create one option and click on the Next Button



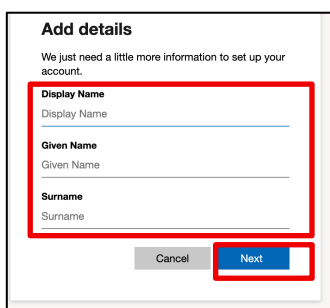
1.5. The Administrator will Complete the Verification code sent via email and click on the Next Button



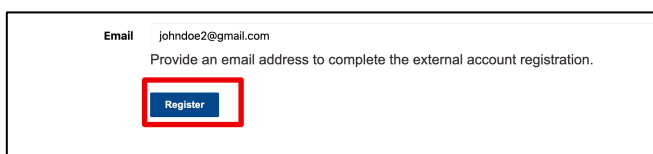
1.6. The Administrator will Complete the following information:

- Display Name
- Given Name
- Surname

Once the above information is completed, the Administrator will click on the **Next** Button



1.7. The Administrator will verify the email address completed and click on the **Register** Button



1.8. Once the Administrator click on the **Register** Button, the below screen is displayed and the Administrator will complete the following information to finalise the registration:

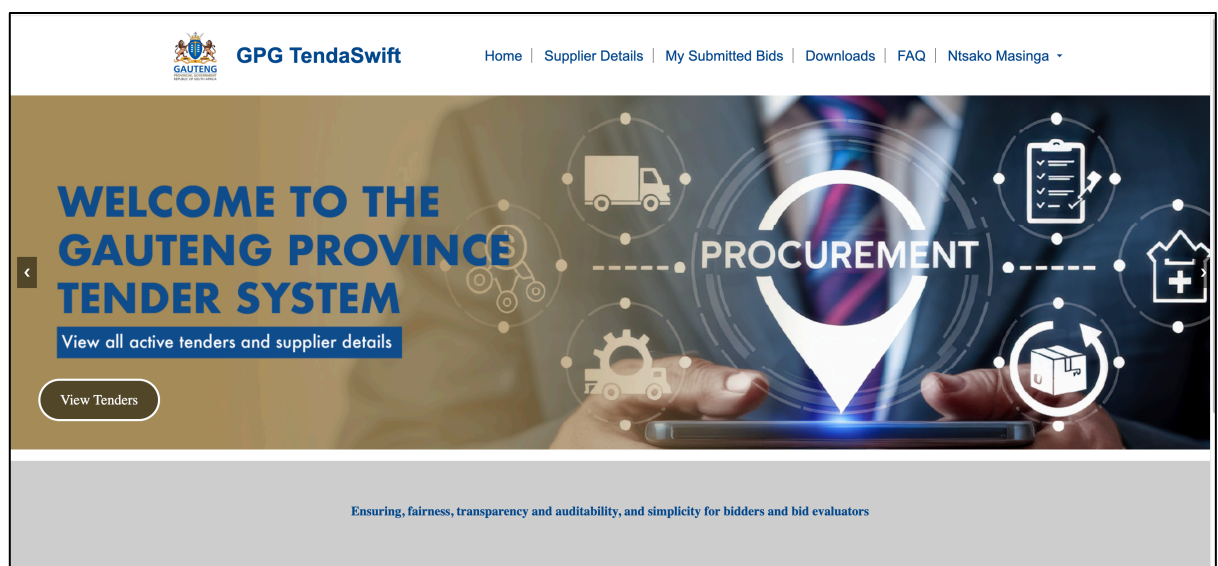
- First Name
- Last Name
- Business Phone
- Organisation Name
- Position

- Size of the Organisation
- Website

Once the above information is completed, the administrator will click on the **Update** Button

The screenshot shows a form titled "Your information" with the following fields: First Name, Last Name, E-mail (pre-filled with johndoe2@gmail.com), Business Phone (with a placeholder "Provide a telephone number"), Organization Name, Position, Size of Organisation (a dropdown menu with "Select" as the current value), and Web Site. A red rectangular box highlights the entire form area, and a smaller red box highlights the "Update" button at the bottom left.

1.9. Once the Administrator click on the **Update** Button, the Administrator will be redirected to the Homepage of the Web portal.

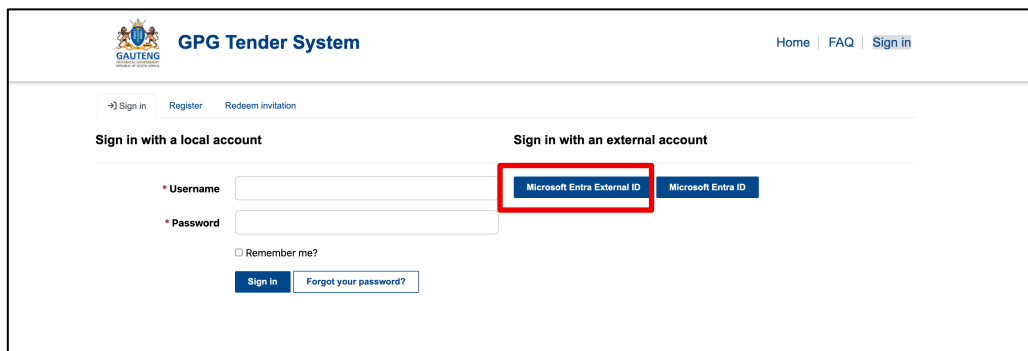


2 Login into the Web Portal as an Administrator

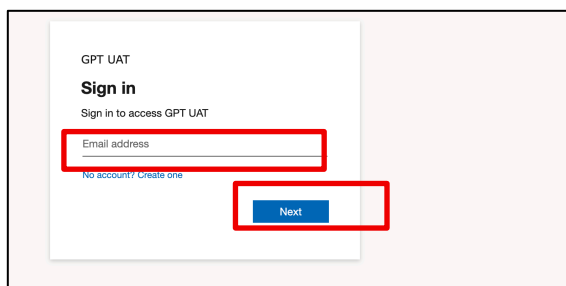
This section explains how an administrator can securely log in to the web portal using Microsoft Entra External ID. It covers the verification process and access to the administrator profile page.

2.1. Click on **Sign in** Option

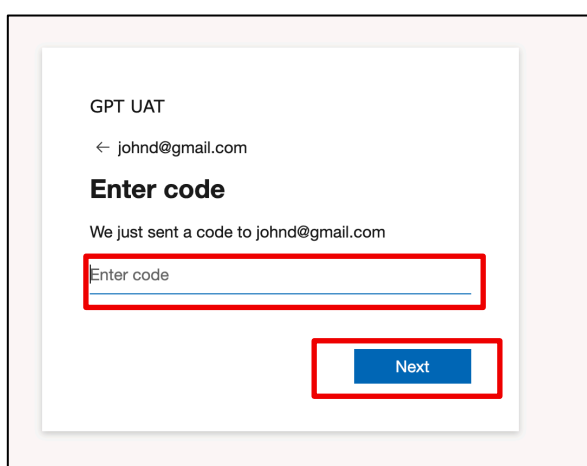
2.2. Click on the **Microsoft Entra External ID** Button



2.3 The Administrator will Complete the **No account? Create one** option



2.4 The Administrator will Complete the **Verification code sent** via email and click on the **Next** Button



2.5 Once the Administrator click on the Next Button, the Administrator will be redirected to their Profile page.

Home / Profile

Profile

Tell us a bit about yourself.

Please provide your details below. Your **First Name** and **Last Name** will be visible alongside any comments, forum posts, or ideas you share on the site.

Your **Email Address** and **Phone** will remain private and will not be displayed publicly.

[Deactivate Supplier](#)

Your information

First Name *

Last Name *

E-mail

Business Phone *

Organization Name

Position *

Size of Organisation
Exempted Micro Enterprises (EMEs)

Web Site

[Update](#)

3 Register new supplier

This section provides detailed instructions for registering a new supplier in the portal. It includes capturing supplier details, B-BBEE ownership information, contact details, and address information to ensure compliance and accurate records.

- 3.1. The Administrator Access the Web portal
- 3.2. Click on the Supplier Details Option
- 3.3. Click on the **Register** Button

GPG TendaSwift

Home | My Submitted Bids | [Supplier Details](#) | FAQ | Manual | Ntsako Masinga

SUPPLIER REGISTRATION DETAILS

PLEASE NOTE: Your registration progress will be registered after submitting the form. It will be on Draft if you edit the form. Please make sure to complete your editing for the status to change back to Registered.

[+ Register](#)

Supplier ID First Name Last Name Email Address Company Name

- 3.4 The Administrator will capture the Supplier Details:
 - Legal Name

- Trade Name
- Company Registration Number
- Supplier Type
- Supplier Sub-Type
- Industry classification
- Corporate Website
- Are you registered for Tax with SARS?
- Tax Compliance Status
- Income Tax Number
- Tax Country
- Are you VAT registered?
- VAT Number

Once the following information is completed, the Administrator will click on the **Next** Button to proceed with Capturing the B-BBEE Ownership Details.

1. Supplier Details 2. B-BBEE Ownership Details 3. Contact Details 4. Address Details

Suppliers Details

Company Name *

Legal Name *

Company Registration Number *

Supplier Type *
Select

Supplier Sub-Type *
Select

Industry Classification
Select

Corporate Website

Are you registered for Tax with SARS? *
 No Yes

Are you a VAT vendor? *
 No Yes

Next

3.5. The Administrator will capture the B-BBEE Ownership Details:

- % Black Women
- % Black Cooperative
- % Black Military Veteran
- % Black People Living with Disabilities
- % Black youth
- % Black People Living in Rural Areas

Once the following information is completed, the Administrator will click on the **Next** Button to proceed with Capturing the Contact Details.

The screenshot shows a web portal interface with a navigation bar at the top containing four tabs: '1. Supplier Details', '2. B-BEE Ownership Details', '3. Contact Details', and '4. Address Details'. The '2. B-BEE Ownership Details' tab is selected and highlighted with a red box. Below the navigation bar is the main form area titled 'B-BEE Ownership Details'. This form contains six input fields, each with a label and a percentage sign: '% Black Woman', '% Black Cooperative', '% Black Military Veteran', '% Black People Living With Disabilities', '% Black Youth', and '% Black People Living in Rural Areas'. Each input field is empty. At the bottom of the form, there are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red box.

3.6. The Administrator will capture the Contact Details:

- Contact type
- First Name
- Last Name
- Telephone
- Cell Phone
- Email Address
- Preferred Communication for Procurement Changes

Once the following information is completed, the Administrator will click on the **Next** Button to proceed with Capturing the Address Details.

1. Supplier Details ✓ 2. B-BBEE Ownership Details ✓ **3. Contact Details** 4. Address Details

Contact Details

Contact Type *
Select

Email Address *

First Name *

Last Name *

Telephone *
Provide a telephone number

Cellphone *
Provide a telephone number

Preferred Communication for Procurement Changes *
Select

Previous **Next**

3.7. The Administrator will capture the Address Details:

3.7.1 Under **Physical address**, the user will capture the following information:

- Line 1
- Line 2
- City
- Suburb
- Municipality
- Province
- Country of Origin

3.7.2 Under **Postal address**, the user will capture the following information:

- Line 1
- Line 2
- City
- Suburb
- Province
- Postal code
- Country of Origin

Once the Physical and Postal address has been completed, the Administrator will select the Preferred Address and the administrator will click on the **Submit** button to finalise the supplier registration.

3.8. Once the Supplier registration is successful, the supplier registration status will be changed to Registered and an email notification will be sent to the administrator.

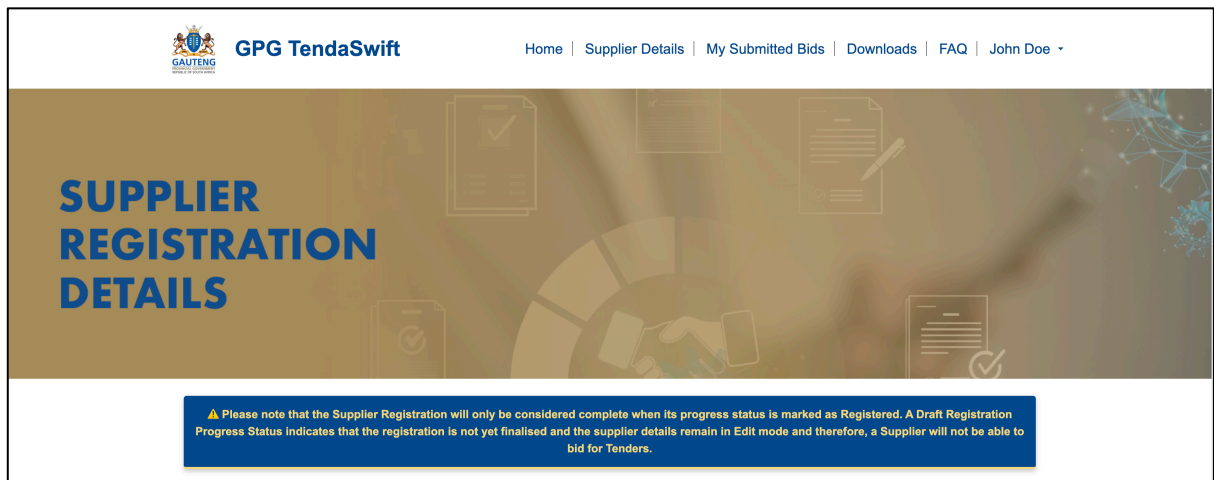
PLEASE NOTE: Your registration progress will be registered after submitting the form. It will be on Draft if you edit the form. Please make sure to complete your editing for the status to change back to Registered.

Supplier ID	First Name	Last Name	Email Address	Company Name
L006	GMA TEST



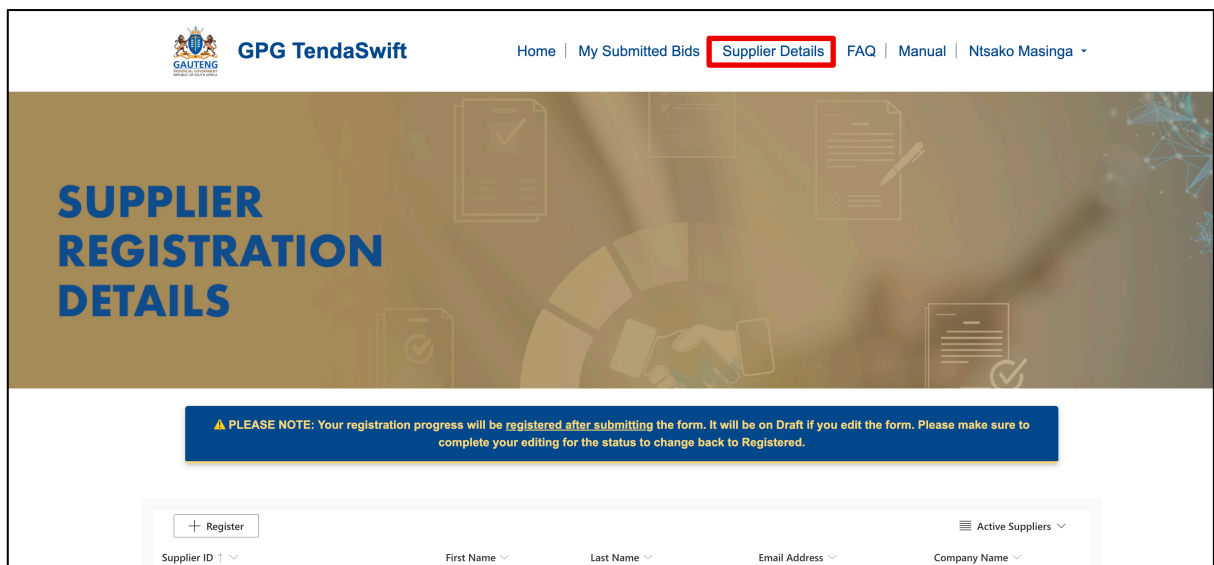
4 Amendment of Supplier Details

This section describes the process for updating or correcting supplier

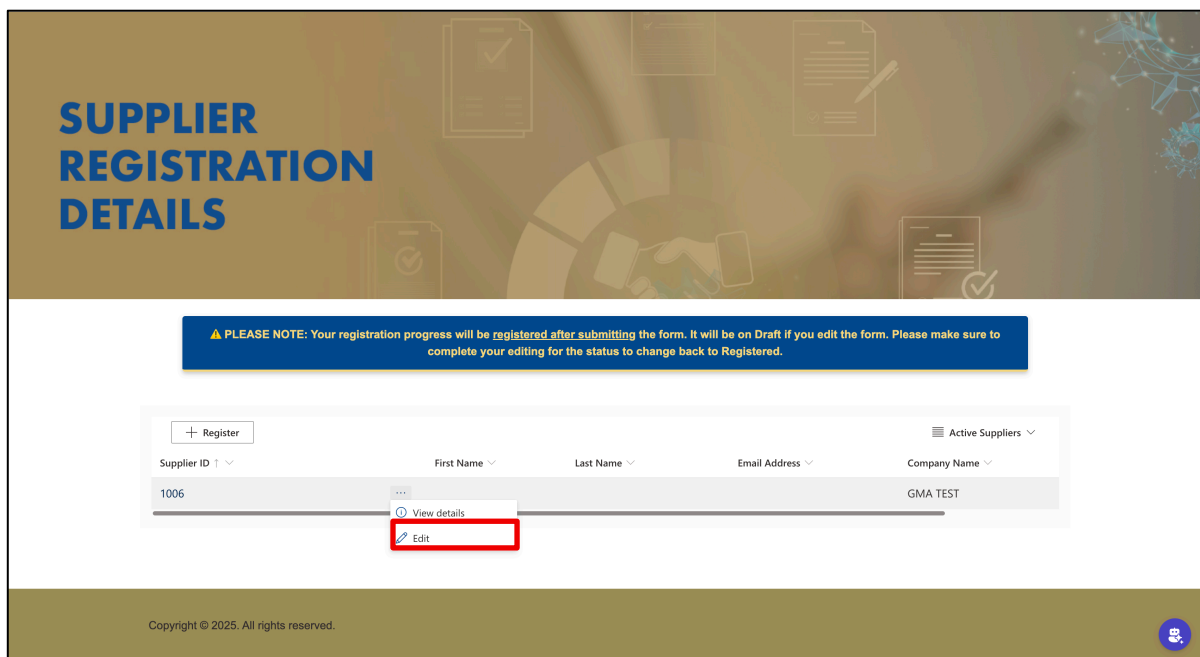


information in the portal. Administrators can edit details such as company registration, tax compliance, B-BBEE ownership, and contact information.

4.1. The administrator will click on the **Supplier Details** tab to amend the Supplier Details.



4.2. The Administrator will click on the **Edit** button to view the tender details.



4.3 The Administrator will capture the Supplier Details:

- Legal Name
- Trade Name
- Company Registration Number
- Supplier Type
- Supplier Sub-Type
- Industry classification
- Corporate Website
- Are you registered for Tax with SARS?
- Tax Compliance Status
- Income Tax Number
- Tax Country
- Are you VAT registered?
- VAT Number

Once the following information is completed, the Administrator will click on the **Next** Button to proceed with Capturing the B-BBEE Ownership Details.

1. Supplier Details 2. B-BBEE Ownership Details 3. Contact Details 4. Address Details

Suppliers Details

Company Name *
GMA

Legal Name *
GMA

Company Registration Number *
123345553

Supplier Type *
Individual

Supplier Sub-Type *
Private Company (Pty Ltd)

Industry Classification
Construction

Corporate Website

Are you registered for Tax with SARS? *
 No Yes

Are you a VAT vendor? *
 No Yes

Next

4.4. The Administrator will capture the B-BBEE Ownership Details:

- % Black Women
- % Black Cooperative
- % Black Military Veteran
- % Black People Living with Disabilities
- % Black youth
- % Black People Living in Rural Areas

Once the following information is completed, the Administrator will click on the **Next** Button to proceed with Capturing the Contact Details.

1. Supplier Details ✓ 2. B-BEE Ownership Details 3. Contact Details 4. Address Details

B-BEE Ownership Details

% Black Woman
100.00

% Black Cooperative
100.00

% Black Military Veteran
0.00

% Black People Living With Disabilities
50.00

% Black Youth
100.00

% Black People Living in Rural Areas
100.00

Previous Next

4.5. The Administrator will capture the Contact Details:

- Contact type
- First Name
- Last Name
- Telephone
- Cell Phone
- Email Address
- Preferred Communication for Procurement Changes

Once the following information is completed, the Administrator will click on the **Next** Button to proceed with Capturing the Address Details.

1. Supplier Details ✓ 2. B-BBEE Ownership Details ✓ 3. Contact Details 4. Address Details

Contact Details

Contact Type *
Administration

Email Address *
JohnD@gmail.com

First Name *
John

Last Name *
Doe

Telephone *
0000000000

Cellphone *
0000000000

Preferred Communication for Procurement Changes *
Email

Previous Next

4.6 The Administrator will capture the Address Details:

5.6.1 Under **Physical address**, the user will capture the following information:

- Line 1
- Line 2
- City
- Suburb
- Municipality
- Province
- Country of Origin

4.6.2 Under **Postal address**, the user will capture the following information:

- Line 1
- Line 2
- City
- Suburb
- Province
- Postal code
- Country of Origin

Once the Physical and Postal address has been completed, the Administrator will select the Preferred Address and the administrator will click on the **Submit** button to finalise the supplier registration.

1. Supplier Details ✓ 2. B-BBEE Ownership Details ✓ 3. Contact Details ✓ 4. Address Details

Physical Address

Line 1
|

Line 2

Line 3

City

Suburb

Ward

Municipality

Province
Select

Postal Code

Country of Origin
Select

Preferred Address
Select

Postal Address

Line 1

Line 2

Line 3

City

Suburb

Province
Select

Postal Code

Country of Origin
Select

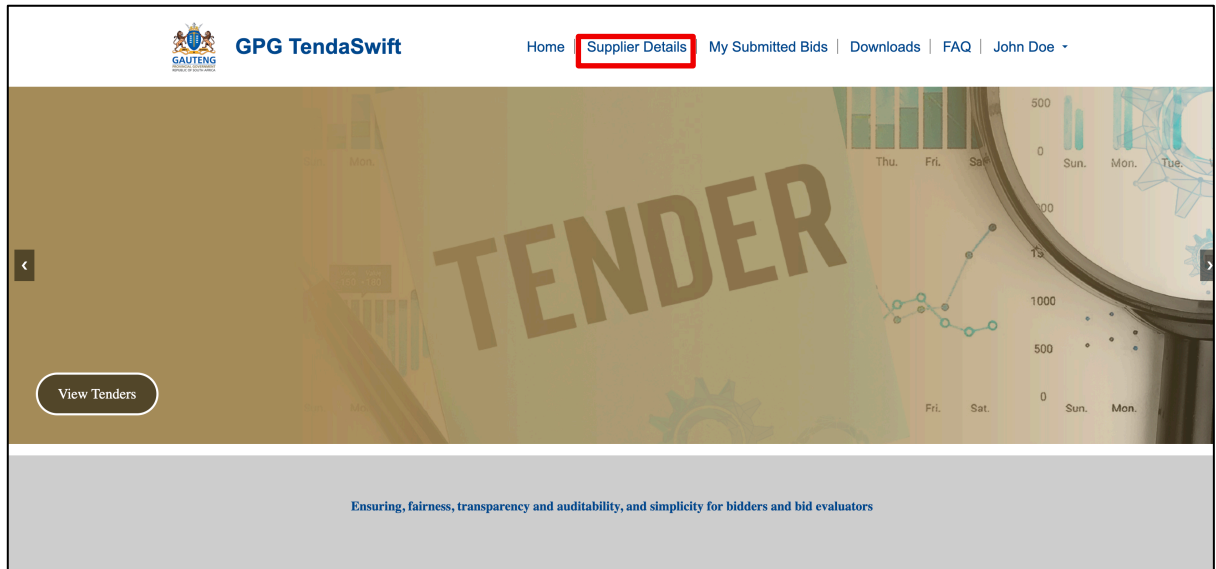
Previous Submit

4.6.3 Once the Supplier registration is successful, the supplier registration status will be changed to Registered and an email notification will be sent to the administrator.

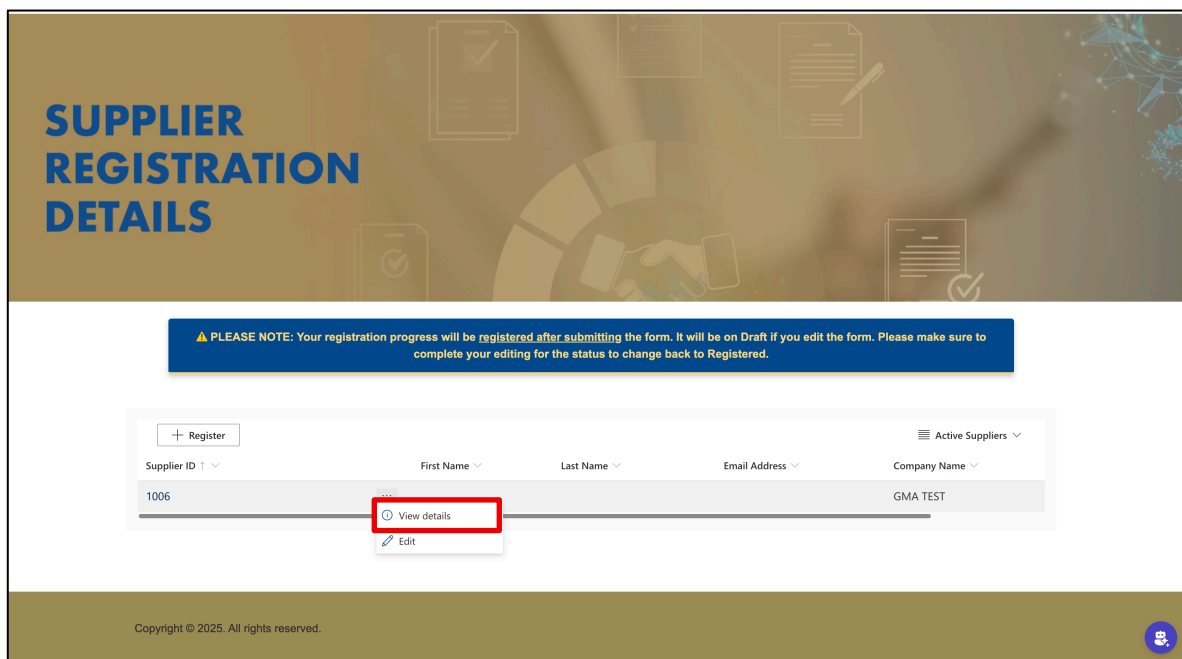
5 Viewing Supplier Details

This section explains how administrators can view supplier details without making changes. It ensures transparency and easy access to supplier information for reference purposes.

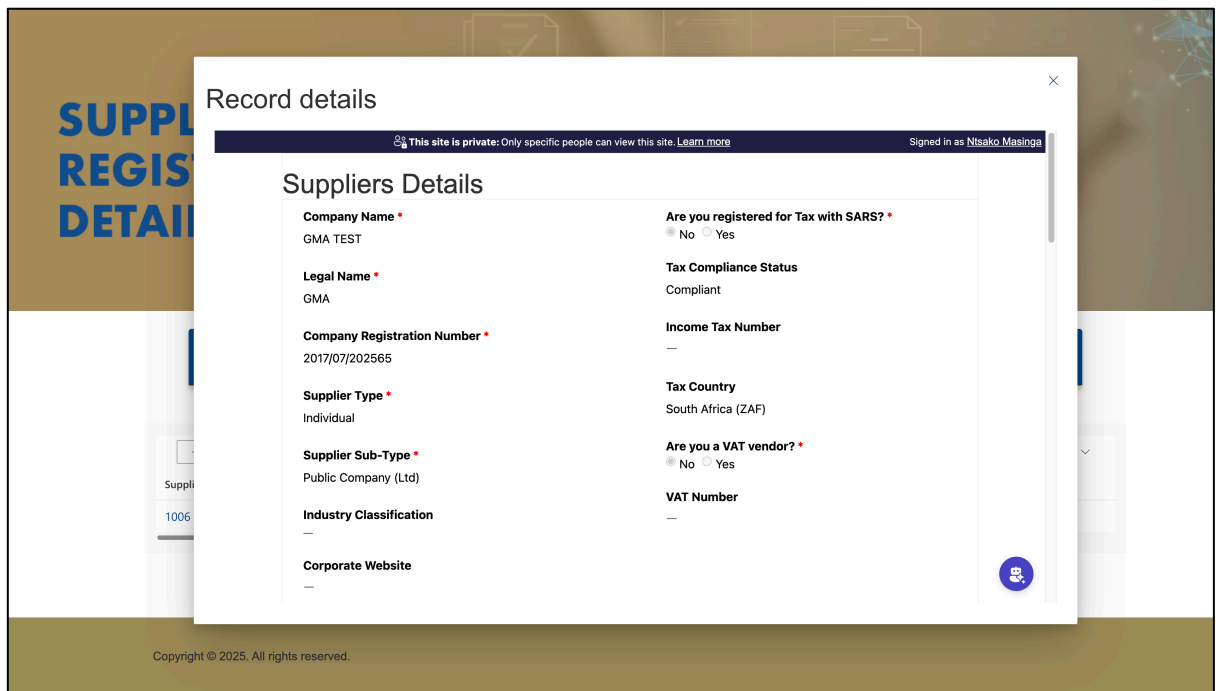
5.1. The administrator will click on the **Supplier Details** tab to amend the Supplier Details.



5.2. The Administrator will click on the View details button to view the supplier details.



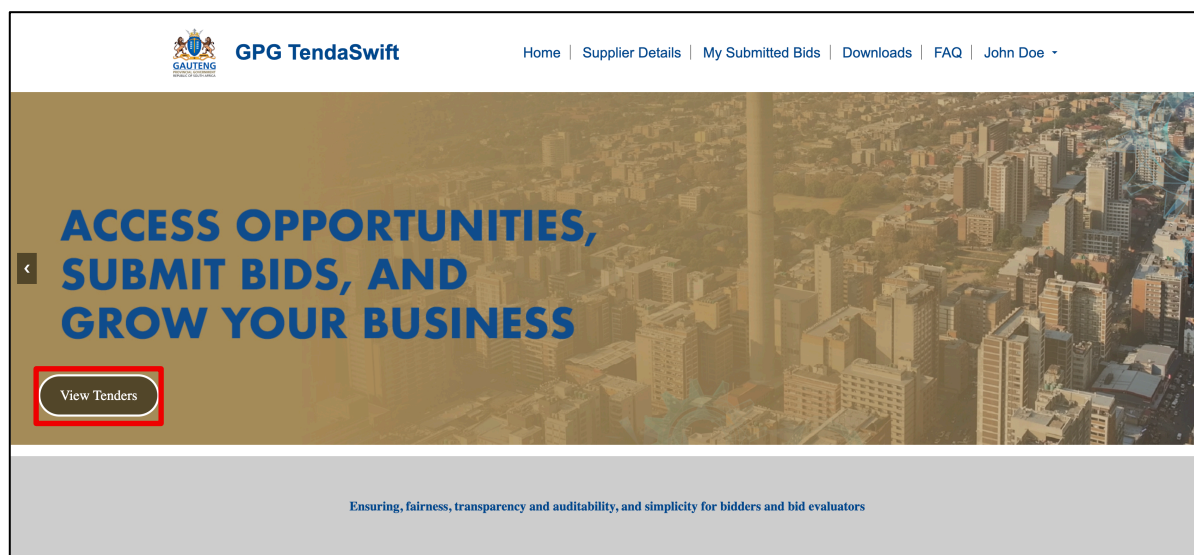
5.3. The supplier details is displayed. The Administrator will have access to view the supplier details and no changes will be allowed.



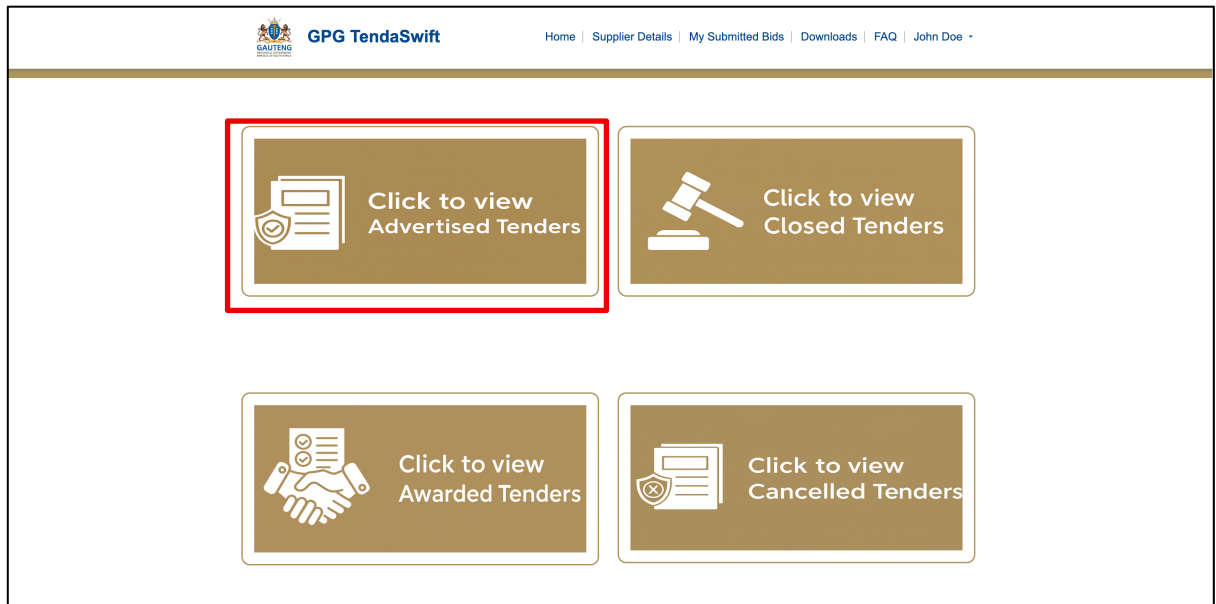
6 Tender Bids Submission

This section provides guidance on how administrators can apply for advertised tenders. It includes steps for viewing tender details, submitting questions, uploading required documents, and finalising the tender application.

6.1. To apply for a tender the administrator will select the **View Tenders** option.



6.2. To apply for a tender the administrator will select the **Advertised Tenders** option.



6.3. A list of available tenders is displayed.

Tender Number	Tender Title	Description	Department	Tender Submission Deadline	Tender Status	Created On
GTDED002/2025	master it	master it	Constitutional Hill & Gauteng Economic Development	11/7/2025 8:00 AM	Advertised	11/1/2025 1:44 PM
GTIGFL002/2025	lot	lot	g-Fleet Management	11/7/2025 8:00 AM	Advertised	11/1/2025 1:28 PM
GTIGFL002/2025	Munei	Munei	g-Fleet Management	11/8/2025 12:00 AM	Advertised	10/30/2025 11:53 PM
GTIAGR002/2025	Amendment	To b	Agriculture and Rural Development		Advertised	10/23/2025 1:06 AM
GTIPWD002/2025	Macbook Laptop	Macbook laptop are required for	Department Of Infrastructure	1/31/2026 8:00 AM	Advertised	10/22/2025 7:04 PM

6.4. The Administrator will click on the **View details** button to view the tender details.

Tender Number	Tender Title	Description	Department	Tender Submission Deadline	Tender Status	Created On
GTDED002/2025	master it	master It	Constitutional Hill & Gauteng Economic Development	11/7/2025 8:00 AM	Advertised	11/1/2025 1:44 PM
GTIGFL002/2025	lot	lot	g-Fleet Management	11/7/2025 8:00 AM	Advertised	11/1/2025 1:28 PM
GTIGFL002/2025	Munei	Munei	g-Fleet Management	11/8/2025 12:00 AM	Advertised	10/30/2025 11:53 PM
GTIAGR002/2025	Amendment	To b	Agriculture and Rural Development		Advertised	10/23/2025 1:06 AM
GTIPWD002/2025	Macbook Laptop	Macbook laptop are required for	Department Of Infrastructure	1/31/2026 8:00 AM	Advertised	10/22/2025 7:04 PM

6.5. Once the Administrator click on the **View details** button, the tender details is displayed.

Tender Number
GTP/W/002/2025

Tender Title *
Macbook Laptop

Description *
Macbook laptop are required for

Department
Department Of Infrastructure

Business Unit *
Assets & Maintenance

Tender Category *
Information Communication Technology

Tender Type *
Open - Requests for Proposal

Two Envelope *
 No Yes

Tender Submission Deadline *
1/31/2026 8:00 AM

Contract Duration *
12 months

Tender Document Payment Required *
 No Yes

Date Specification Approved
--

Briefing Session *
Compulsory

Briefing Session Date
2/2/2026 10:00 AM

Briefing Session Location
--

Pre - Registration Required
 No Yes

6.6. If the administrator has questions related to the respective Tender, the Administrator will click on the **Ask a question** button.

Tender Status
Advertised

Tender Q&A

Ask a Question

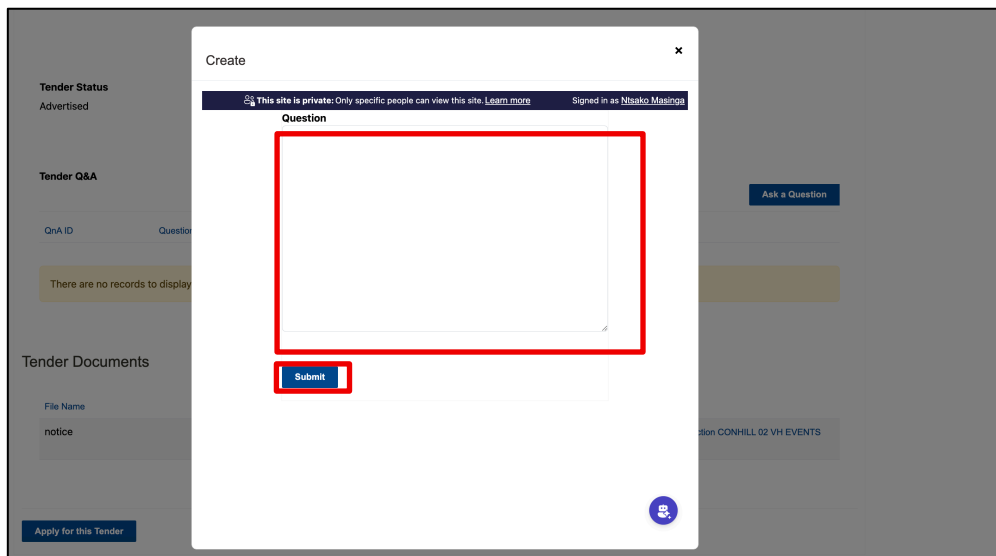
QnA ID	Question	Answer
QNA_ID-1000	Can we please get an extension on this	

Tender Documents

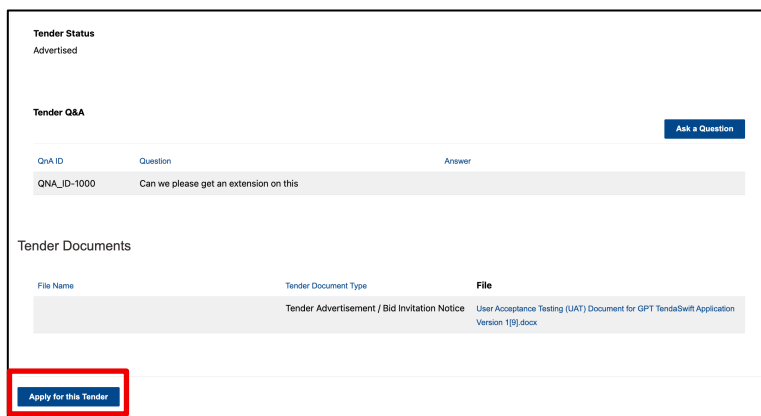
File Name	Tender Document Type	File
	Tender Advertisement / Bid Invitation Notice	User Acceptance Testing (UAT) Document for GPT TendaSwift Application Version 1(9).docx

Apply for this Tender

6.7. The Administrator will capture the question and Click on the **Submit** button. All question submitted will be shared with public. Administrator are requested to refrain from capturing their details, e.g. Supplier name, contact details etc.



6.8. To proceed with applying for the Tender, the Administrator will click on the **Apply for the Tender** Button.



6.9. The Administrator will capture the following Supplier Details:

- Central Supplier Database Number
- Trading Name
- B-BBEE Level
- Tax (TCC) Pin
- Tax Clearance Expiry Date

Once the above information has been captured, the Administrator will click on the **Save and Next** button to proceed with capturing tender application.

1. Supplier Details 2. Bid Price 3. B-BBEE Level 4. Section A 5. Section B 6. Section C 7. Section D 8. Confirmation

Supplier Details

Central Supplier Database Number (CSD) *

Trading Name *

B-BBEE Level *
Select

Tax (TCC) Pin *

Tax Clearance Expiry Date *
M/D/YYYY

Save and Next

6.10. Once the Supplier details information has been captured, the Administrator will capture the Bid Price and click on the **Save and Next** button to proceed with capturing tender application. *The Administrator must ensure that the total bid price matches the total bid prices on the Pricing document attached as part of the Technical proposal.*

1. Supplier Details ✓ 2. Bid Price 3. B-BBEE Level 4. Section A 5. Section B 6. Section C 7. Section D 8. Confirmation

Bid Price

Total Bid Price (R0.00) *

Previous Save and Next

6.11. Once the Bid Price has been completed, the Administrator will proceed with verifying the B-BBEE Level information. The B-BBEE Level is auto-populated from the supplier Details captured. If there a changes, the Administrator will be required to amend this information at Supplier Details. The Administrator will click on the **Save and Next** Button.

1. Supplier Details ✓ 2. Bid Price ✓ 3. B-BBEE Level 4. Section A 5. Section B 6. Section C 7. Section D 8. Confirmation

B-BEE Level

% Black Cooperative
|

% Black Military Veteran

% Black People living in rural areas

% Black People Living with Disabilities

% Black Woman

% Black Youth

Previous **Save and Next**

6.12. Once the B-BEE Level has been completed, the Administrator upload the required document(s) for section A. Once the required document for this section has been uploaded, the Administrator will click on the **Save and Next** button to proceed with capturing tender application.

Home | Supplier Details | My Submitted Bids | Downloads | FAQ | John Doe

1. Supplier Details ✓ 2. Bid Price ✓ 3. B-BBEE Level ✓ 4. Section A 5. Section B 6. Section C 7. Section D 8. Confirmation

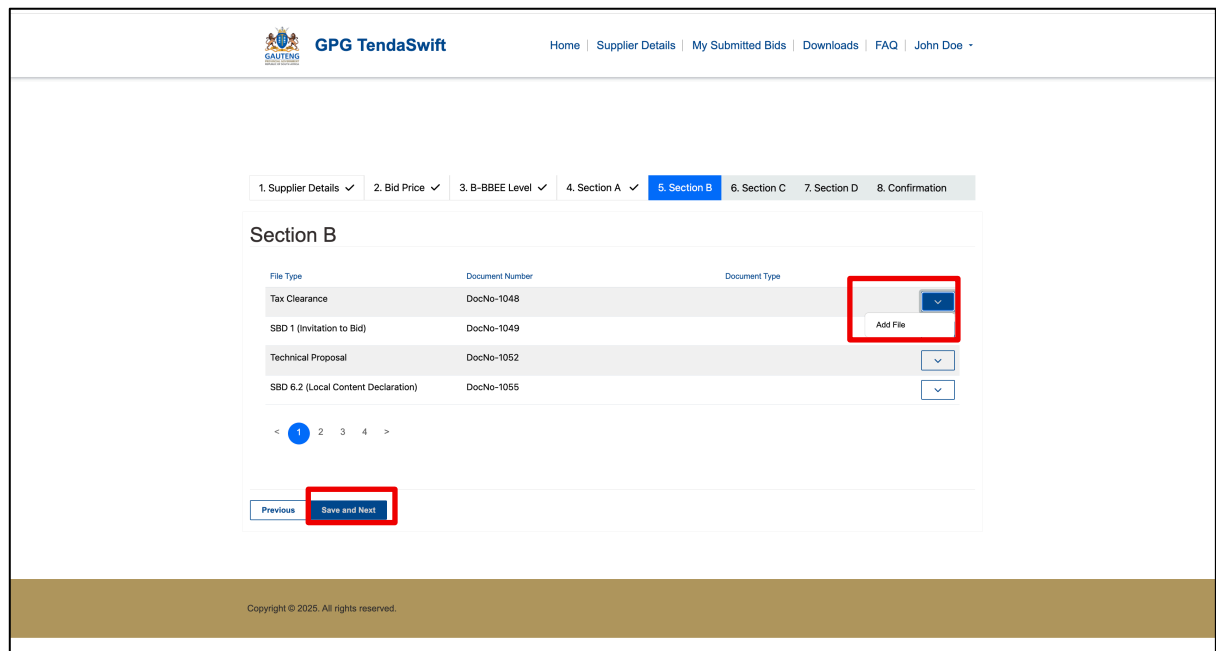
Section A

File Type	Document Number	Document Type
Tax Clearance	DocNo-1048	<input type="button" value="Add File"/>
SBD 1 (invitation to Bid)	DocNo-1049	<input type="button" value="Add File"/>
Technical Proposal	DocNo-1052	<input type="button" value="Add File"/>
SBD 6.2 (Local Content Declaration)	DocNo-1055	<input type="button" value="Add File"/>

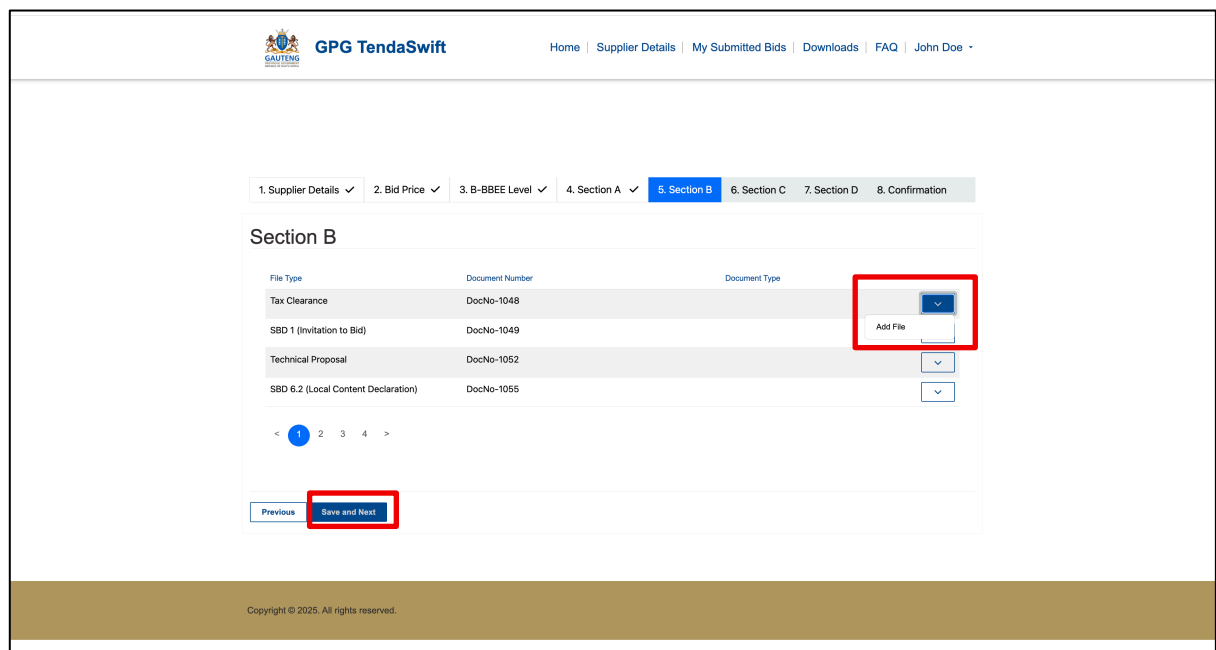
< 1 2 3 4 >

Previous **Save and Next**

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6.13. Once Section A has been completed, the Administrator upload the required document(s) for section B. Once the required document for this section has been uploaded, the Administrator will click on the **Save and Next** button to proceed with capturing tender application.



6.14. Once Section B has been completed, the Administrator upload the required document(s) for section C. Once the required document for this section has been uploaded, the Administrator will click on the **Save and Next** button to proceed with capturing tender application.

1. Edit Supplier Details ✓	2. Bid Price ✓	3. B-BEE Level ✓	4. Section A ✓	5. Section B ✓	6. Section C	7. Section D	8. Confirmation
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Section C

File Type	Document Number	Document Type
Tax Clearance	DocNo-1048	▼
SBD 1 (Invitation to Bid)	DocNo-1049	▼
Technical Proposal	DocNo-1052	▼
SBD 6.2 (Local Content Declaration)	DocNo-1055	▼

< 1 2 3 4 >

Previous Save and Next

6.15. Once Section C has been completed, the Administrator upload the required document(s) for section D. Once the required document for this section has been uploaded, the Administrator will click on the **Save and Next** button to proceed with capturing tender application.

1. Edit Supplier Details ✓	2. Bid Price ✓	3. B-BEE Level ✓	4. Section A ✓	5. Section B ✓	6. Section C ✓	7. Section D	8. Confirmation
-------------------------------	-------------------	---------------------	-------------------	-------------------	-------------------	--------------	-----------------

Section D

File Type	Document Number	Document Type
Tax Clearance	DocNo-1048	▼
SBD 1 (Invitation to Bid)	DocNo-1049	▼
Technical Proposal	DocNo-1052	▼
SBD 6.2 (Local Content Declaration)	DocNo-1055	▼

< 1 2 3 4 >

Previous Save and Next

6.16. Once Section D has been completed, To finalise the Tender application process, the Administrator will confirm if they would like to receive an email confirmation about the tender submission click on the **Submit** Button.

1. Edit Supplier Details ✓	2. Bid Price ✓	3. B-BEE Level ✓	4. Section A ✓	5. Section B ✓	6. Section C ✓	7. Section D ✓	8. Confirmation
-------------------------------	-------------------	---------------------	-------------------	-------------------	-------------------	-------------------	-----------------

Confirmation

Do you want to receive confirmation Email? *

No Yes

Previous Submit

6.17. Once the Tender has been submitted, the tender will appear on the **My Submitted Bids** tab and the tender submission status is submitted.

GPG TendaSwift

Home | Supplier Details | **My Submitted Bids** | Downloads | FAQ | John Doe

SUBMITTED AND DRAFT BIDS OVERVIEW

▲ Make sure you submit your bids if your submission status is on draft

Tender Number	Description	Department	Tender Status	Submission Status	Created On
GT/G-F008/2025	Teting 6		Advertised	Submitted	11/24/2025 2:57 PM

7 View submitted Tender bids

This section explains how administrators can access and review all submitted tender applications. It ensures visibility of tender submissions and their status.

7.1. The administrator will click on the **My Submitted Bids** tab to view all the tender application(s) submitted via the portal.

GPG TendaSwift

Home | Supplier Details | **My Submitted Bids** | Downloads | FAQ | John Doe

SUBMITTED AND DRAFT BIDS OVERVIEW

7.2. A list of all tenders submitted will be displayed.

Tender Number	Description	Department	Tender Status	Submission Status	Created On ↑
GT/PWD/002/2025	Macbook laptop are required for	Department Of Infrastructure	Advertised	Submitted	10/30/2025 3:12 PM

7.3. The Administrator will click on the **View details** button to view the tender details.

Tender Number	Description	Department	Tender Status	Submission Status	Created On ↑
GT/PWD/002/2025	Macbook laptop are required for	Department Of Infrastructure	Advertised	Submitted	10/30/2025 3:12 PM

7.4 The Tender submission details is displayed. The Administrator will have access to view the submitted details and no changes will be allowed.

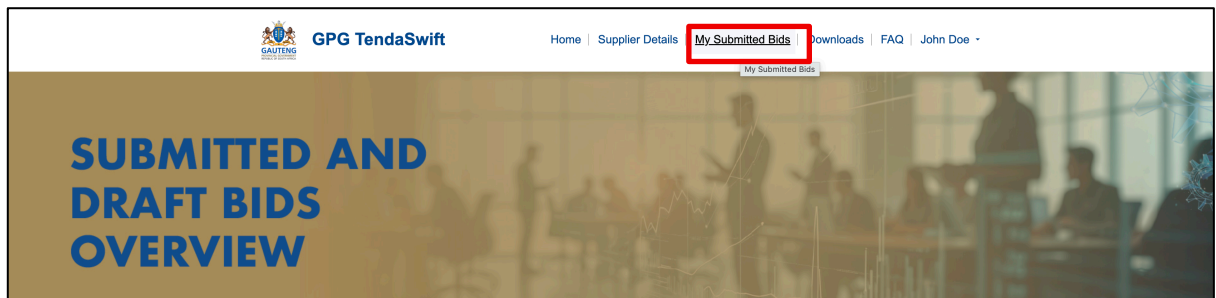
The screenshot shows a 'View details' modal window overlaid on a dashboard. The dashboard background features a large banner that reads 'SUBMITTED AND DRAFT BIDS OVERVIEW'. The modal window contains the following information:

- Supplier Details**
 - Central Supplier Database Number (CSD): maaaaa1234568
 - Trading Name: GMA
 - B-BEE Level: 1
 - Tax (TCC) Pin: 8972
 - Tax Clearance Expiry Date: 1/8/2027
- Bid Price**
 - Total Bid Price (R0.00): R 110,000,000.00
- B-BEE Level**
 - % Black Cooperative

8 Amendment of submitted Bids

This section outlines the process for editing tender applications that have already been submitted, provided the tender is still open or the submission deadline has not passed.

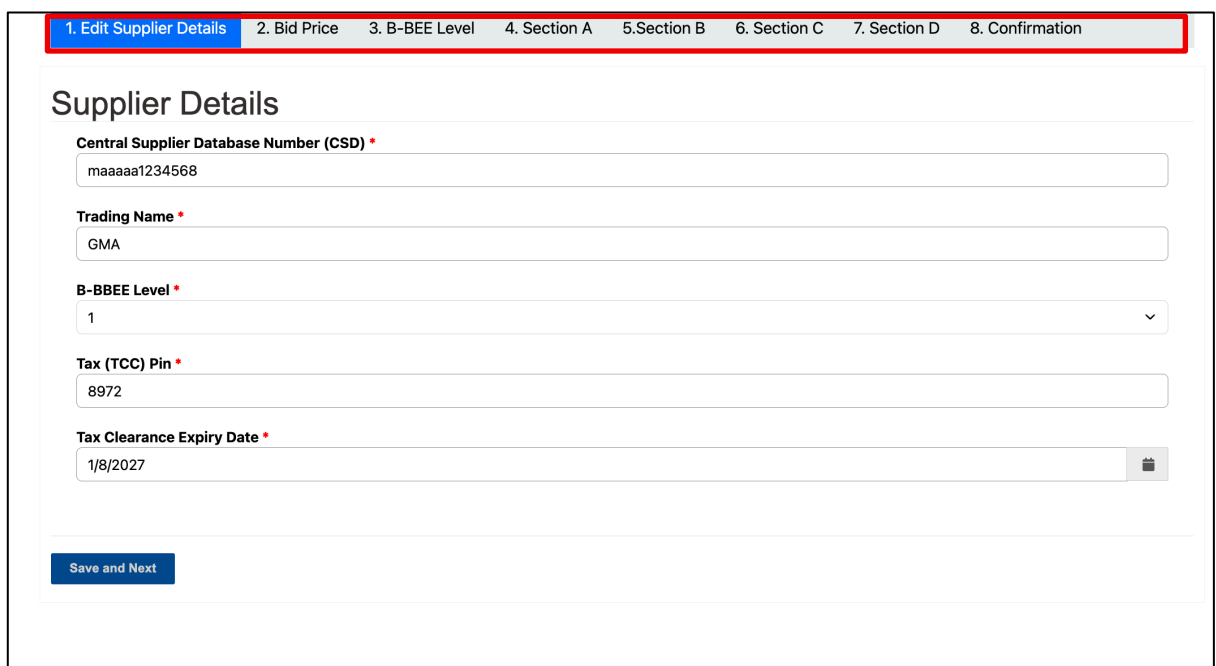
8.1. The administrator will click on the **My Submitted Bids** tab to amend the tender application(s) submitted via the portal.



8.2. The Administrator will click on the **Edit** button to view the tender details.



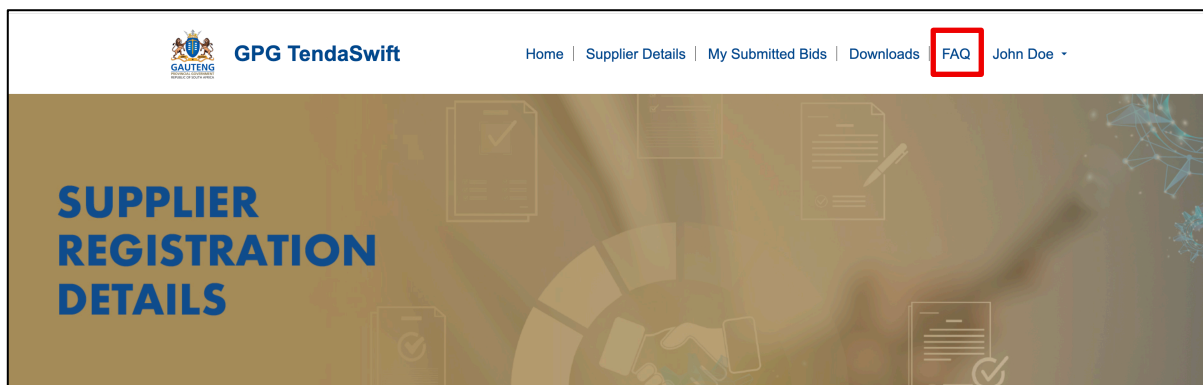
8.3. The Administrator will proceed with selecting the information to amend and click on the **Submit** button. This functionality is accessible to all tenders are open or the Submission date has not been reached.



9 FAQ

This section introduces the Frequently Asked Questions (FAQ) feature, which provides administrators with quick answers to common queries published by the department.

9.1. The administrator will click on the **FAQ** tab to view all frequently asked questions. These questions and answers are published by the department.



9.2. A list of all Frequently Asked Questions will be displayed.

