

**PROCUREMENT
CENTRE**

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Reference
SAP eSourcing

Date
20 October 2017



South African Revenue Service

South African Revenue Service

Pretoria Head Office

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Brooklyn Bridge

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Pretoria

P O Box 2127, Groenkloof, 0027

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Dear Sir/Madam

**NEW E-SOURCING SYSTEM TO MANAGE END-TO- END PROCUREMENT TENDER
PROCESSING AND ACCEPT ONLINE SUBMISSION OF SUPPLIER BIDS**

1. The South African Revenue Service (SARS) will be launching an **eSourcing** system on 30 October 2017.
2. Historically, SARS managed its Strategic Sourcing processes in a largely manual manner, with elements of Contracts Management processes being performed on the SAP Supplier Relationship Management (SAP SRM) system. The Procure-to-Pay process was the only area of SARS Procurement that was automated. It is currently being run on SAP SRM 7 and SAP ERP 6 systems. The SAP SRM system forms the backbone of the Procure-to-Pay processes with most of the operational purchasing functions being performed on this system including creation and issuing of Requests for Quotations (RFQs).
3. In its continued quest to improve, streamline and integrate its business processes, the SARS Procurement Division is implementing an integrated Strategic Sourcing solution. As such, SAP eSourcing, SAP Contracts Lifecycle Management and SAP Supplier Lifecycle Management will be implemented as a suite of procurement technology solutions to deliver the required integrated Strategic Solution automated on SAP.

4. The new eSourcing Solution will be integrated into the National Treasury (NT) Central Supplier Database (CSD), in terms of **NT SCM instruction 4A of 2016-2017**. This will allow suppliers that are registered on NT CSD to access and respond to SARS tenders online. All suppliers wishing to do business with SARS (current and new) must be registered at NT CSD, with an MA number. The MA number is a requirement for registering on the electronic SARS Supplier User Registration page.
5. The following steps must be followed to register on SARS Supplier User Registration page:
 - Step 1: Current Suppliers without an MA number and new suppliers have to register at Treasury CSD system to get an MA Number
 - Step 2: Register as a user on the new registration screen on the SARS Procurement Portal (eSourcing) to get a User ID and Password (the registration screen has only one field, the Supplier MA number);
 - Step 3: Once registered the supplier will be able to view and respond to tenders advertised.
6. Suppliers must maintain valid information at NT CSD, as SARS will not be accepting Supplier documents for registering as a vendor. Only NT Central Supplier Database information will be utilised as Supplier information.
7. Current and prospective Suppliers with multiple banking details at CSD, must log onto the SARS website (SARS Supplier eSourcing portal) and choose their preferred banking details. SARS will not update banking details until the supplier chooses the preferred banking account.

8. SARS will be hosting Supplier training workshops at SARS branches nationally. Dates for the workshops are listed below and will also be advertised on the SARS website:

Date and Time	Office Name	Office Name and Address
23 October 2017 at 11:30	Gauteng: SARS Brooklyn, Pretoria	SARS Linton House, 570 Fehrsen Street, Brooklyn Bridge, 2 nd Floor Auditorium,
27 October 2017 at 11:00	Mpumalanga: Nelspruit	TPE Boardroom, SARS Nelspruit, 31 Citrus Crescent, Nelspruit
30 October 2017 at 11:00	Gauteng: Orlando East, Soweto	Orlando East, Soweto- Corner of Dynamo Drive and Chris Hani Road, Soweto,
31 October 2017 at 11:00	Limpopo: Polokwane	Room 31, 40 Landros Mare, SARS Government Building, Polokwane Office
07 November 2017 at 10:00	Kwazulu Natal-Durban	201 Dr. Pixley Kaseme Street (previously known as West Street) Trescon Building Durban 4000
13 November 2017 at 11:00	Eastern Cape: Port Elizabeth	3 Winston Ntshona Street (previously 3 Chapel Street) Sanlam Building Rhino Boardroom, Port Elizabeth
16 November 2017 at 11:00	Free State: Bloemfontein	SARS Institute of Learning: Free State Room 704, Fedsure House, 49 Charlotte Maxeke Street, Bloemfontein
20 November 2017 at 11:00	North West: Rustenburg	39 Heystek street Main Boardroom, 2nd floor Rustenburg
22 November 2017 at 11:00	Northern Cape: Kimberley	1st Floor Kimberley Office; Cnr Bean & Crossman Street, Old Oranje Toyota Building, Kimberley

9. SARS eSourcing will be launched on 30 October 2017 but the system will only be available to the bidders for electronic submissions from 06 November 2017. SARS will accept both manual and electronic tender submissions for the period 06 November 2017 to 31 March 2018. , From 01 April 2018 SARS will only accept electronic responses submitted on the SARS eSourcing platform as valid submissions.

For more information on eSourcing, please visit our website www.sars.gov.za/Procurement or contact SARS Procurement on 012 647-9880 or at proc.ope@sars.gov.za

Sincerely

A handwritten signature in black ink, appearing to read 'J. Makhubu', is written over a horizontal line.

MR. JOHNSTONE MAKHUBU
ACTING CHIEF OFFICER: FINANCE
DATE: 20/10/2017.