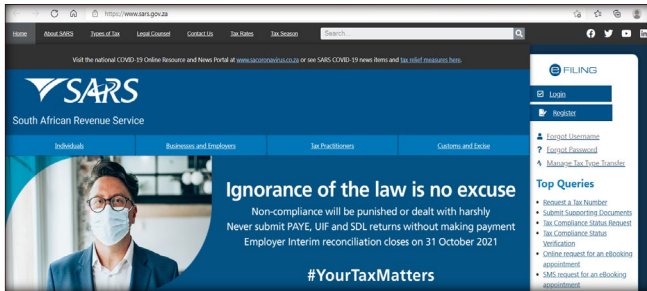


SUPPLIER RESPONSE TO SARS PUBLISHED TENDERS PROCUREMENT eSOURING

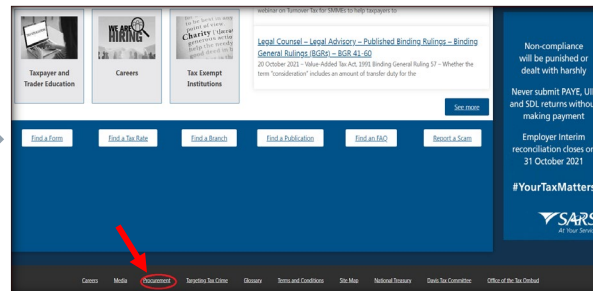
29 October 2021

SUPPLIER RESPONSE TO SARS PUBLISHED TENDERS ON THE PORTAL

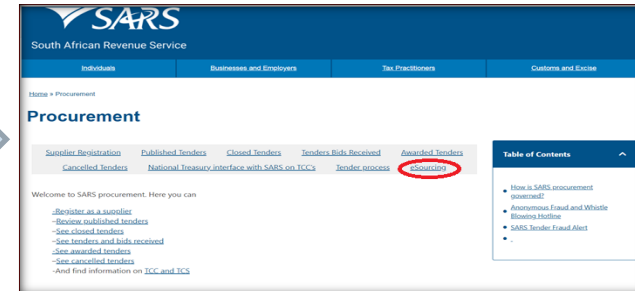
1. Login into the SARS website



2. Select "Procurement" tab at the bottom of the Page



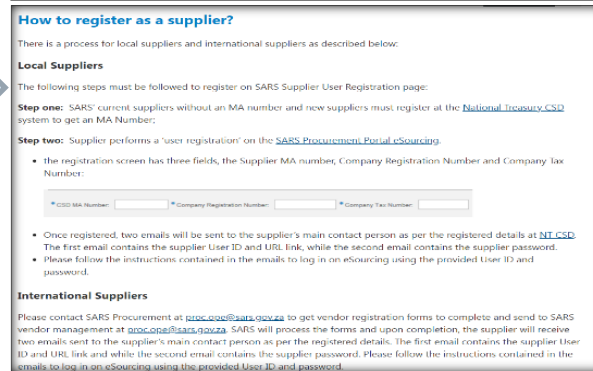
3. Select "eSourcing" tab as shown on the Procurement menu



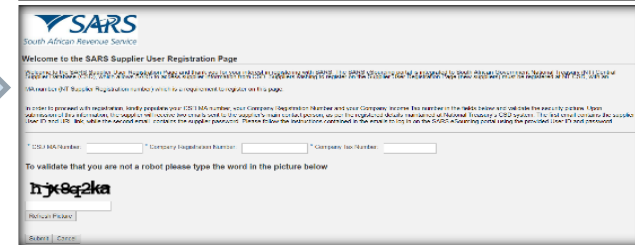
4. Once "eSourcing" tab has been selected this will be displayed



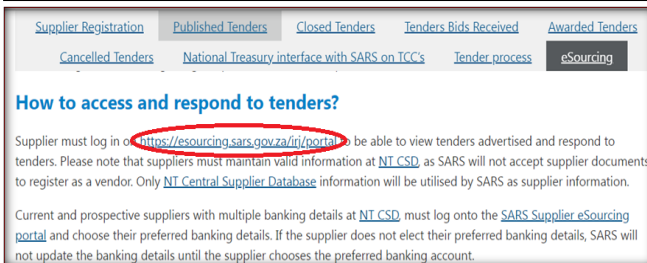
5. Select "eSourcing" tab as shown on the Procurement menu



6. Register into SARS Procurement using MA number and other details



7. To start responses on the tender, Log on to the SARS Webpage through the link below

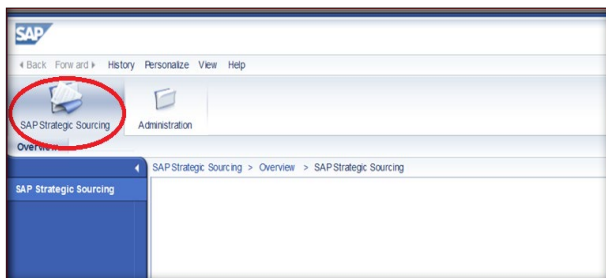


8. Place the login details obtained through email upon registration in step 6

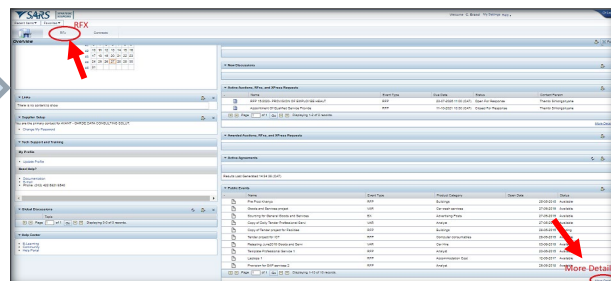


SUPPLIER RESPONSE TO SARS PUBLISHED TENDERS ON THE PORTAL

9. Upon landing on this page. Click on the "SAP Strategic Sourcing" above to view the SAP Sourcing landing page



10. Once on the Sourcing landing page:
 - If, **Public Tenders**: Go to "**More Details**" under Public Events channel below to request for participation.
 - Participation will be granted through e-mail acknowledgement and sent to supplier.
 - After receipt of email – Click on "**RFx**" tab to view the Tender
 - If its **Limited Bid**: Click straight on the "**RFx**" Tab to view the Tender

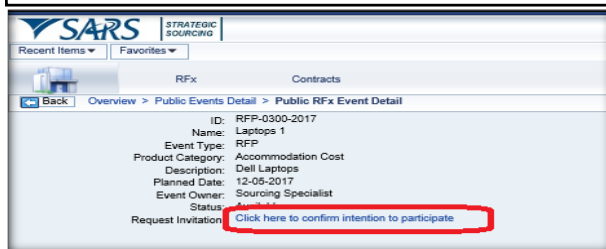


11. A list of "**Public Tenders**" will be shown. Select the tender intended for participation and Click on the "**page**" as shown below

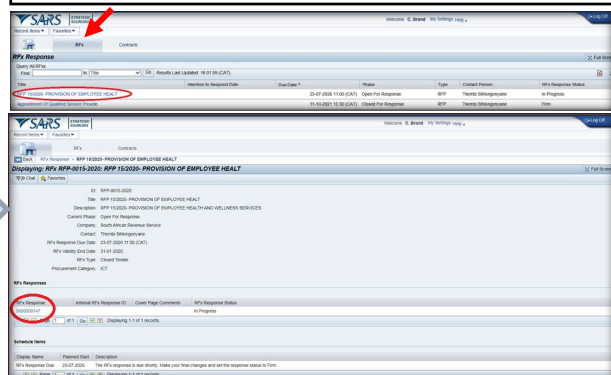


12. "**Request Participation**" by clicking on the link below. An email will be sent to confirm that you have been added to the "**RFx**"

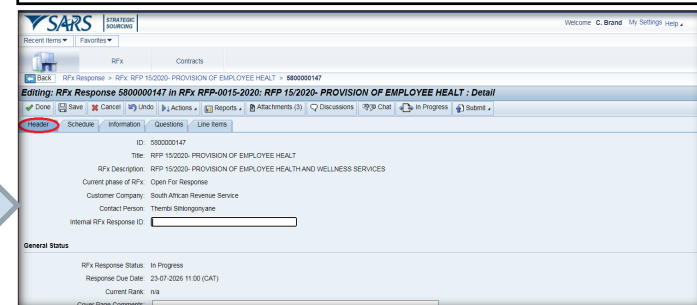
NB: The status of the "RFx" will change to "Pending" until the event owner accepts the request. Once the event owner accepts the requests the status will change to "Invited".



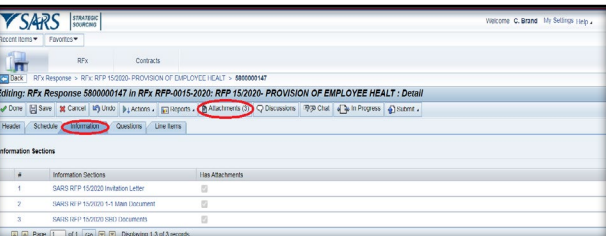
13. Click on "**RFx**" tab to respond to the Tender. Then click on "**RFx Response number**" (blue number) below



14. View the details of the RFP (Tender) from Header, Schedule, Information, etc.



15. Click on the "**Attachments**" toolbar option to download the documents for reference



16. On "**Questions**" tab click on eg. "**Technical Evaluations**" to attach documents.
 - Click on Save when working on the Tender document
 - Click on the "**Submit**" button to Submit the Tender.

