

# INSETA VENDOR PORTAL GOES LIVE

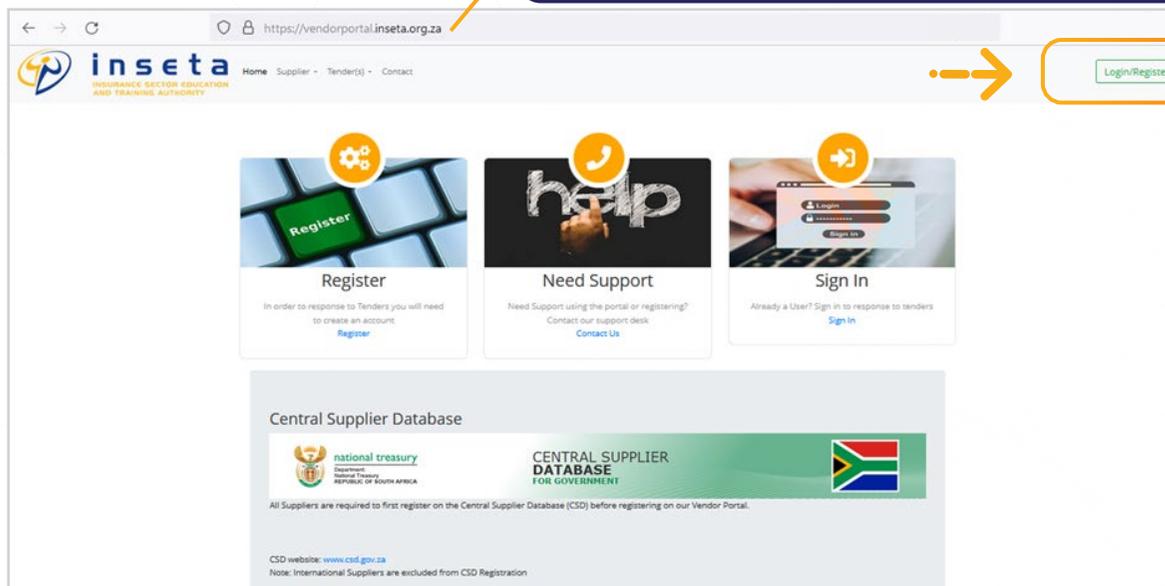
## HOW TO REGISTER

Dear INSETA Stakeholders,  
We are pleased to announce the successful Go Live of the **INSETA Vendor portal** in January 2022.

The portal enable suppliers to upload and update supplier data via online application which is secure with one-time passwords and workflow to communicate the status of the application.

To access the portal, **follow the link** on the INSETA website.

<https://vendorportal.inseta.org.za>



The screenshot shows the INSETA Vendor Portal website. The URL in the browser is <https://vendorportal.inseta.org.za>. The page features three main buttons: 'Register', 'Need Support', and 'Sign In'. The 'Register' button is highlighted with a green box. Below these buttons is a section for the 'Central Supplier Database' (CSD) for the Government of South Africa, with a note that all suppliers are required to first register on the CSD before registering on the Vendor Portal.

Login/Register

**LOGIN/REGISTER**

01  
STEP

FOLLOW THE LINK <https://vendorportal.inseta.org.za/>

02  
STEP

CLICK ON THE **Login/Register** BUTTON

03  
STEP

Click **Register**

04  
STEP

Capture the Email address, Password, confirm password, Citizen, Identification type and Phone number fields and then click Register



*You will be sent an email to verify your email address. Click on the link inside the email to activate your account. You will not be able to access or use the portal until you have completed the activation process.*

*If you do not receive the email, check your spam, or junk mail folders. Otherwise use the "Reset Password" button on the login window to re-send the activation email or contact us using the "Contact Us" page*

# VENDOR REGISTRATION STEPS

## LOGIN

<https://vendorportal.inseta.org.za/Login.Login>

User Name:  
dabodlamini@gmail.com

Password:  
.....

Login Register Reset Password

LOGIN USING YOUR REGISTERED DETAILS

## SELECT SUPPLIER

Register a new Supplier  
Your Supplier(s)  
Your Purchase Orders  
Performance Management

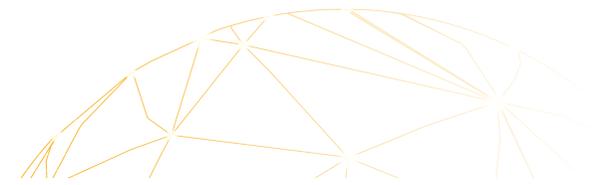
Register  
In order to response to Tenders you will need to create an account  
Register

Need Support  
Need Support using the portal or registering?  
Contact our support desk  
Contact Us

Sign In  
Already a User? Sign in to response to tenders  
Sign In

SELECT FROM THE DROPPDOWN MENU

# VENDOR REGISTRATION STEPS



**CAPTURE YOUR MAAA NUMBER & UNIQUE CSD REGISTRATION NUMBER, THEN REGISTER**



## CSD Registration

Enter your CSD Registration Number

CSD Number (MAAA)

Unique Registration Number

C19103AF-B7CF-4738-A7C0-5221C

Who assisted you with your registration

(no one)

Register

**FILL IN THE REQUIRED INFORMATION**

Vendor Portal will fetch your information from CSD - **REVIEW ALL TABS** and **SAVE**

On the last tab, accept the **TERMS & CONDITIONS** and **REGISTER**