

To be a world-class electricity distributor



a world class African city



## VENDOR PORTAL USER MANUAL

Prepared by



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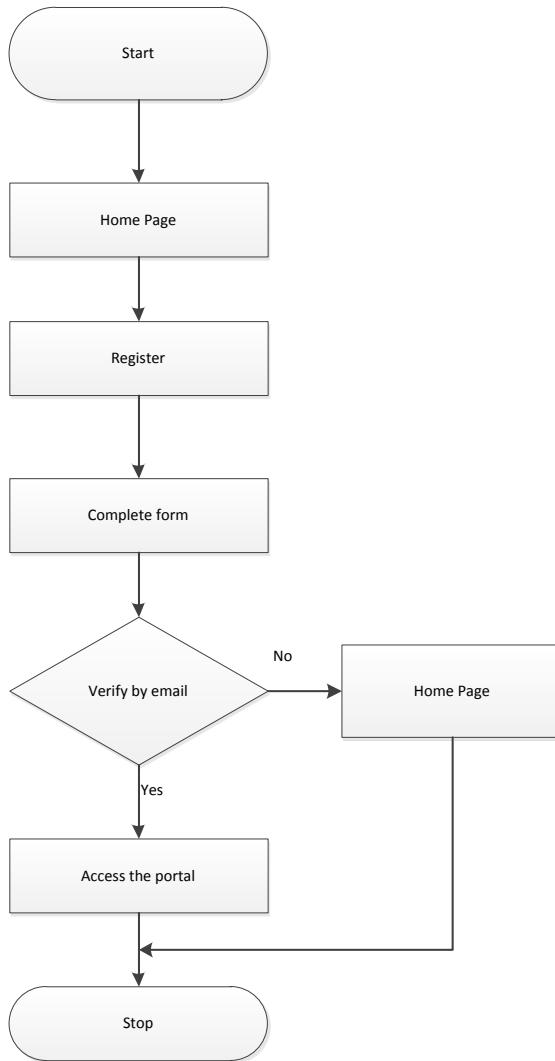
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## User registration process flow

**User Registration  
Process Flow**



## Steps for registering a user

- Click “Register” on the Home page



- Complete the form below as per registration.
- When you register you have to enter a unique username (this is normally your email). There is a separate field for Email. So you can register many users with the same email and different user names.

**Green-Field Vendor Portal > Home**

environment. All fields marked with a red asterisk are required. - (Note: - Registration may take several seconds. Once you click the Register button please wait until the system responds.)

User Name: \*

Password: \*   
7-character minimum **STRONG**

Confirm Password: \*  ✓

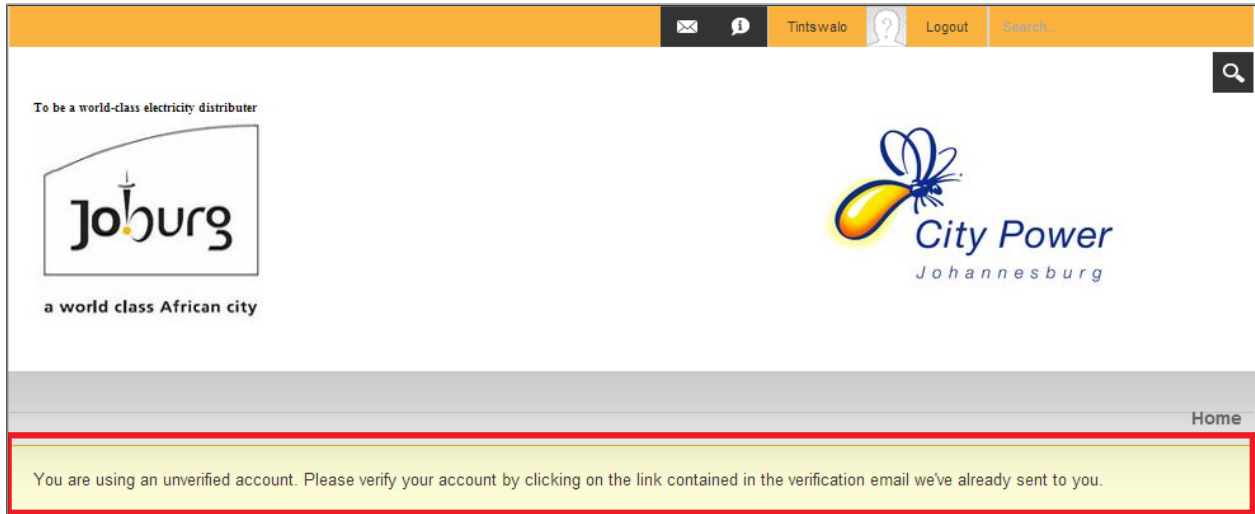
Display Name: \*

Email Address: \*

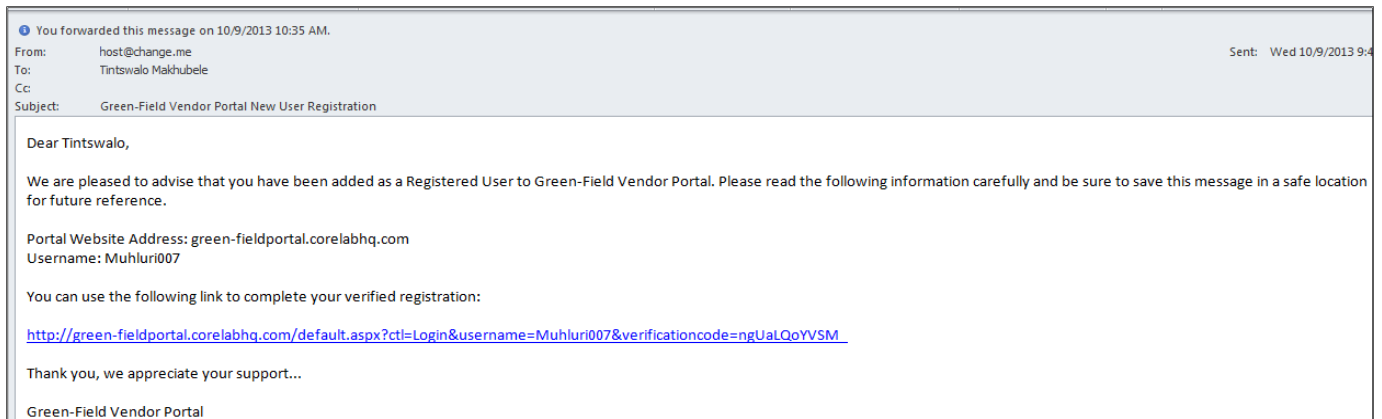
Security Code: **AqGft5**  
Enter the code shown above in the box below

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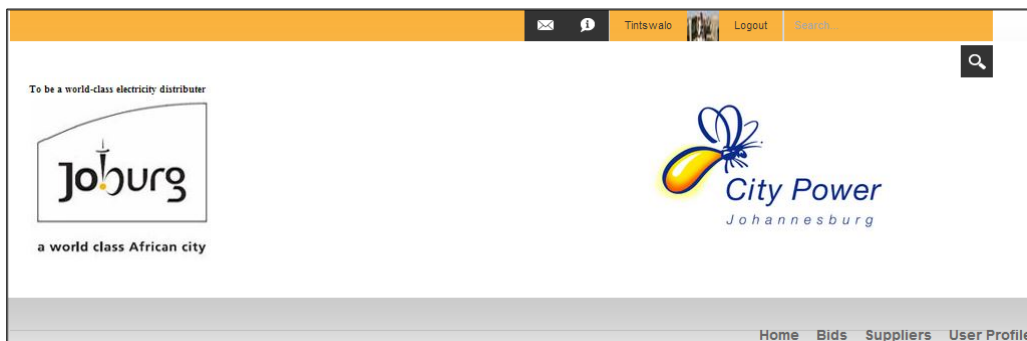
- Once you register you MUST verify your email address by clicking on the link in the email. If you do not do this you will NOT be able to use the portal. You must verify.



- You will then receive an email to verify your account.

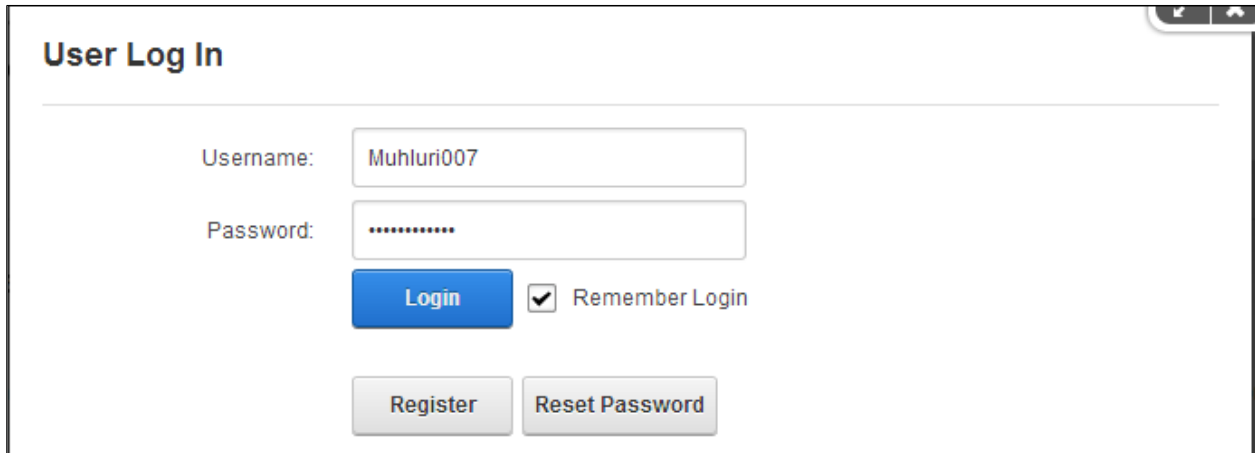


- After verifying your account, you will then have access to the pages of the portal that an unregistered user does not have, i.e the Supplier and User profile page.



## How to log in

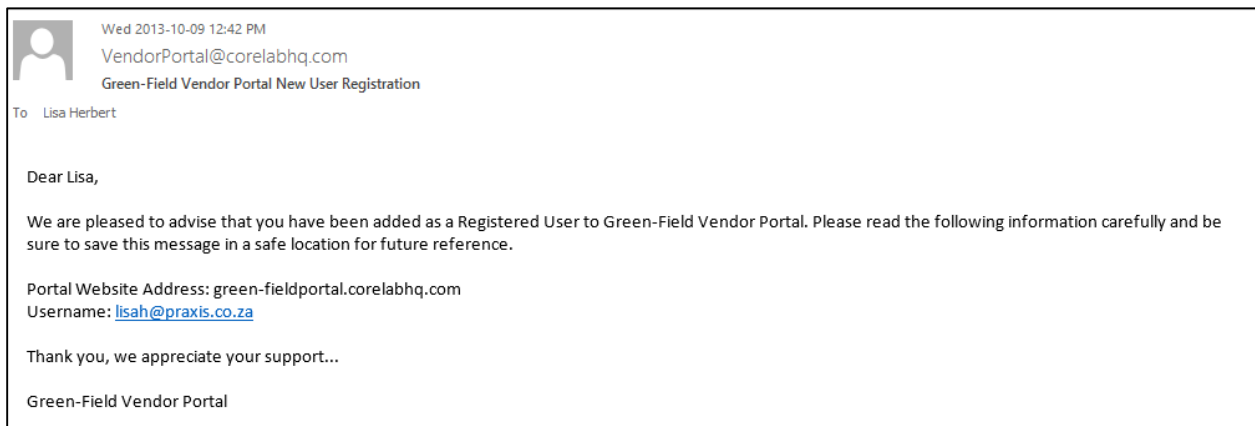
- Fill in your credentials, click “Login” button



The screenshot shows a web form titled "User Log In". It contains the following elements:

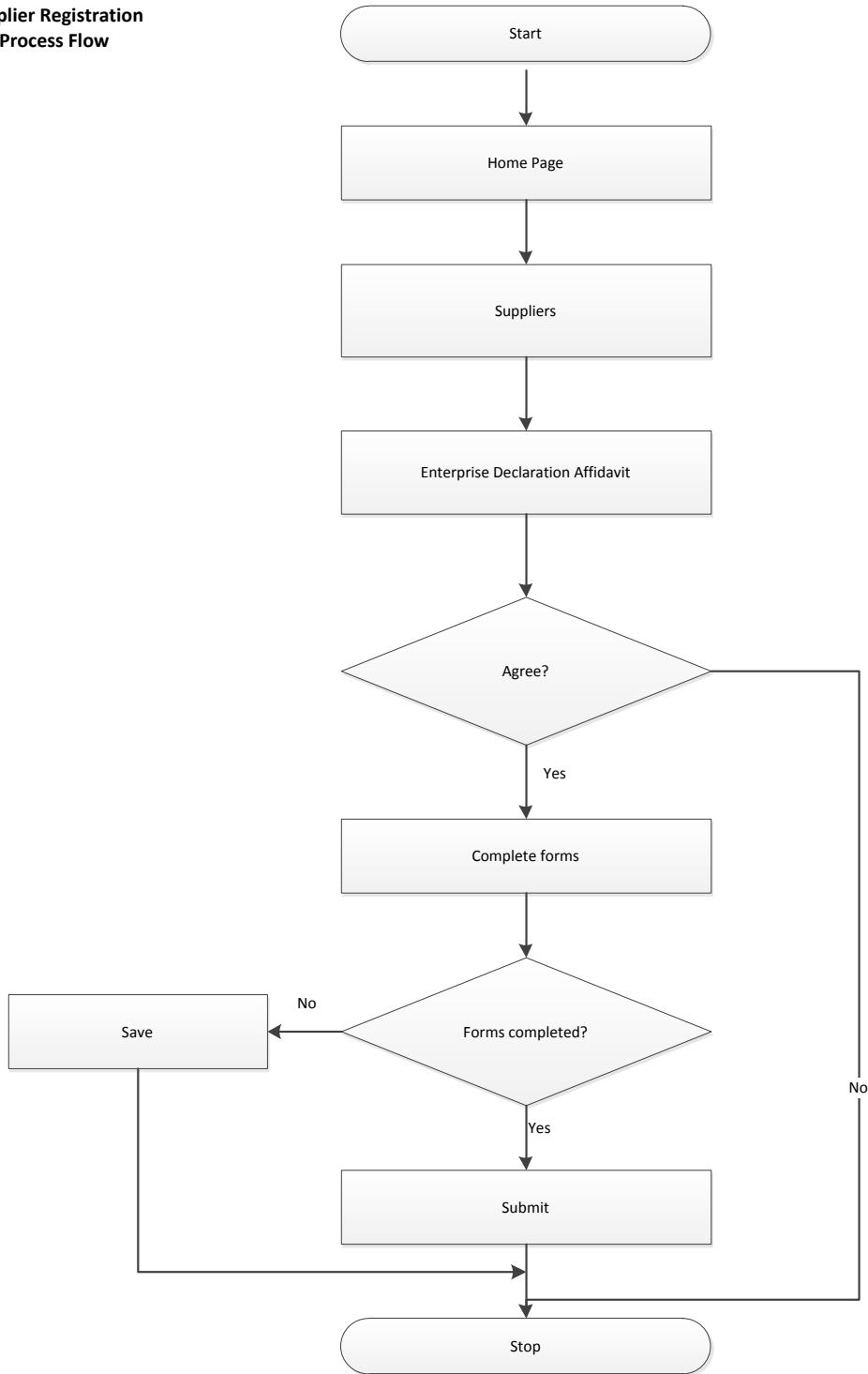
- A "Username:" label followed by a text input field containing "Muhluri007".
- A "Password:" label followed by a password input field with masked characters "\*\*\*\*\*".
- A blue "Login" button.
- A checked checkbox labeled "Remember Login".
- Two buttons at the bottom: "Register" and "Reset Password".

- You will receive an email confirming your registration



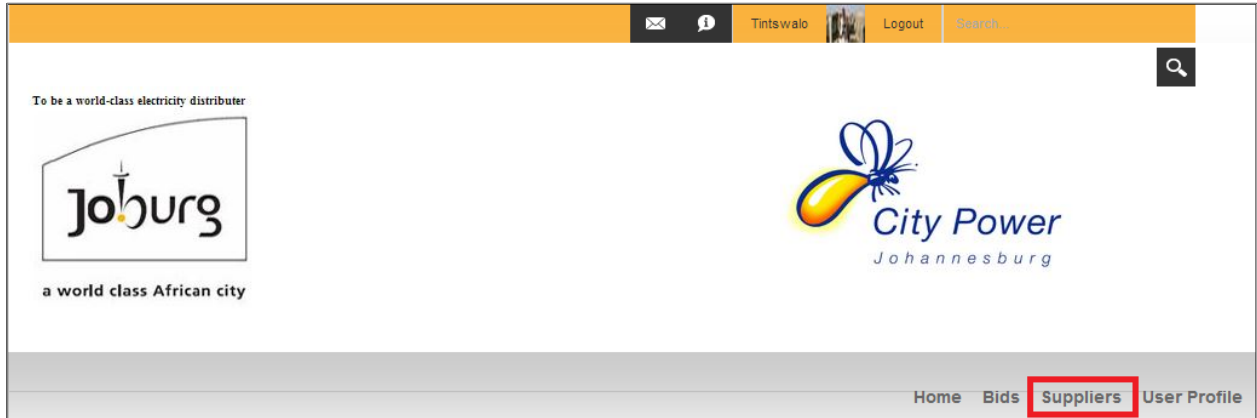
## Supplier registration process flow

**Supplier Registration  
Process Flow**

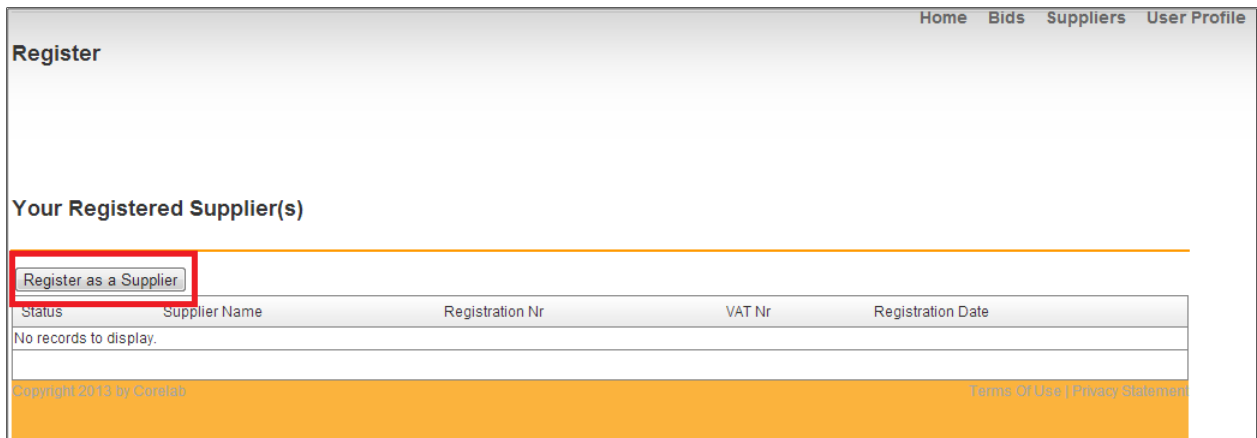


## Steps for registering a supplier

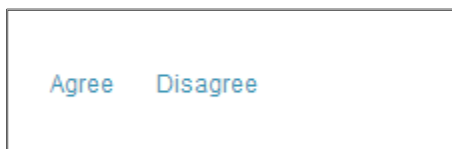
- First read the home page to find out if you qualify to be a City Power supplier.
- Click “Suppliers”



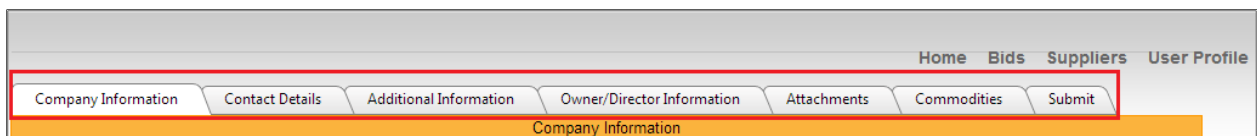
- Click “Register as a Supplier”



- After reading the enterprise declaration affidavit notes you can Click “Agree” if you want to continue with the registration or you can Click “Disagree” to end the registration.



- Complete the forms below





- After completing each page, make sure you Click “Save & Next”

<input type="button" value="Cancel"/>	<input type="button" value="Save &amp; Next"/>	<input type="button" value="Submit"/>
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- It is possible to save an application and not submit it, so that you can resume editing or adding attachments to the application. When you want to resume your supplier registration, Click the supplier name of the supplier.

Your Registered Supplier(s)				
<input type="button" value="Register as a Supplier"/>				
Status	Supplier Name	Registration Nr	VAT Nr	Registration Date
Capture in Progress	Muhluri007	567890	567890	10/9/2013 2:17:15 PM

- Before you submit your registration the status of your registration will be as below.
- A single user can register multiple suppliers.

Your Registered Supplier(s)				
<input type="button" value="Register as a Supplier"/>				
Status	Supplier Name	Registration Nr	VAT Nr	Registration Date
Capture in Progress	Muhluri007	567890	567890	10/9/2013 2:17:15 PM

- When you complete your registration the submit page will be as below.
- Now you can Click “Submit”

[Home](#)   [Bids](#)   [Suppliers](#)

Company Information
Contact Details
Additional Information
Owner/Director Information
Attachments
Commodities
Submit

Your application is complete. If you click the submit button below your application will be submitted for approval. You will be notified when the approval process is complete.  
You will not be able to change any data while the approval process is processed.

Item	Completed	Message
Address	✓	2 Address(s) captured
Contacts	✓	1 Contact(s) captured
Owner/Directors	✓	1 Owner(s) captured
Commodities	✓	1 Commodities(s) captured
Attachments	✓	

Cancel
Save & Next
Submit

- After submitting the status of the registration will be as below.
- Now you must wait to City Power to contact you.

**Your Registered Supplier(s)**

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[Register as a Supplier](#)

Status	Supplier Name	Registration Nr	VAT Nr	Registration Date
Submitted for Approval	Muhluri007	567890	567890	10/9/2013 2:17:15 PM