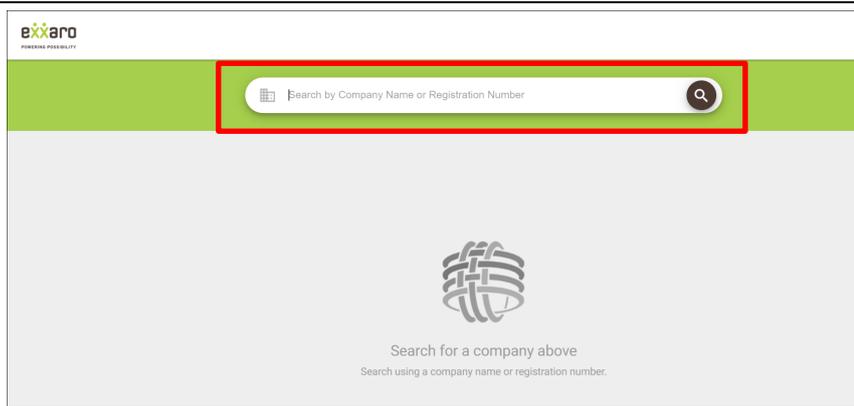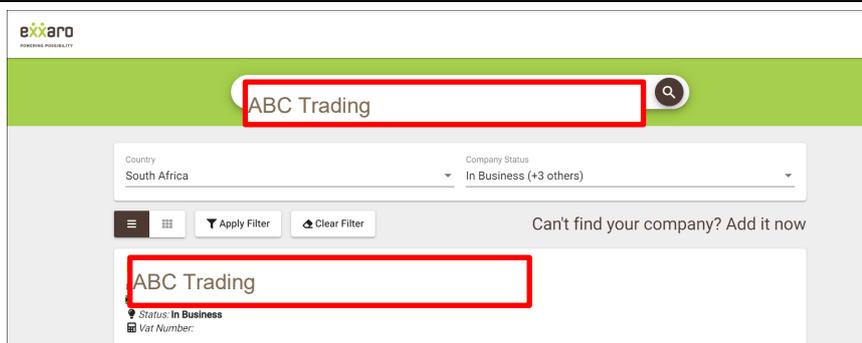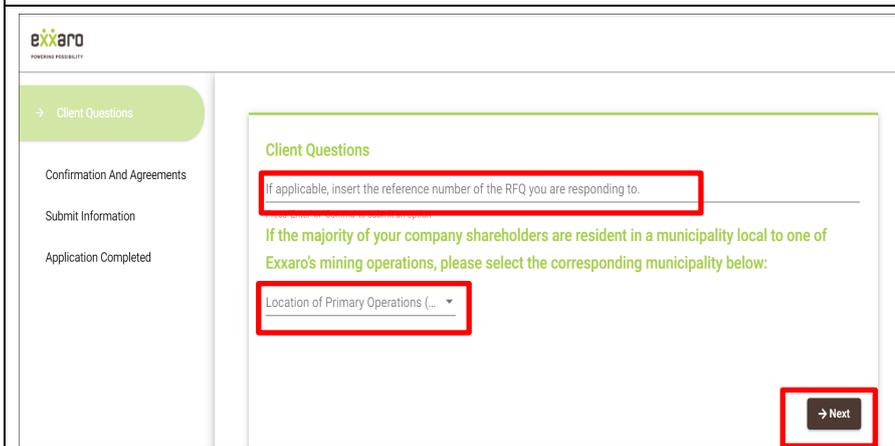|	
Exxaro Supplier Self-Registration Guide This document provides a step-by-step guide on how a prospective supplier can make use of the Exxaro Self-Registration platform to register on the Exxaro prospective supplier database.	
An Exxaro Prospective Supplier must access the following page: www.exxaro.com and follow these steps on the Exxaro Homepage: Exxaro Home ▶▶ Suppliers ▶▶ Apply To Be A Prospective Supplier ▶▶ Apply Now.	**1. Follow Link to Exxaro Self-Registration Landing Page** Access the registration link through the Exxaro Homepage
	2. Search Bar 2.1. Search company by name or company registration number. 2.2. The system reads the information a per the CIPC registration.
	3. Search Results 3.1. Select your company from the search results.
	4. Complete Company Information 4.1. Complete company registration information. 4.2. Click "Submit". *Only the Company Director should register as the security questions relate to the company information.

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5. Company Details

5.1. Complete company details.

6. Complete Contact Details

6.1. Complete all area marked with *

6.2. Read the Terms & Conditions then check the box to accept the T&C's.

6.3. Click "Continue"
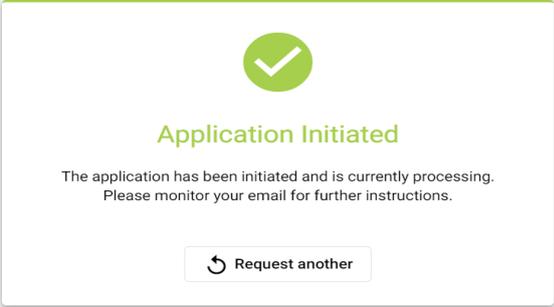
7. Pop-Up Message

7.1. A pop-up message will appear to inform you that the application is currently processing.

7.2. An email will be sent through to the email address as captured in Step 6.
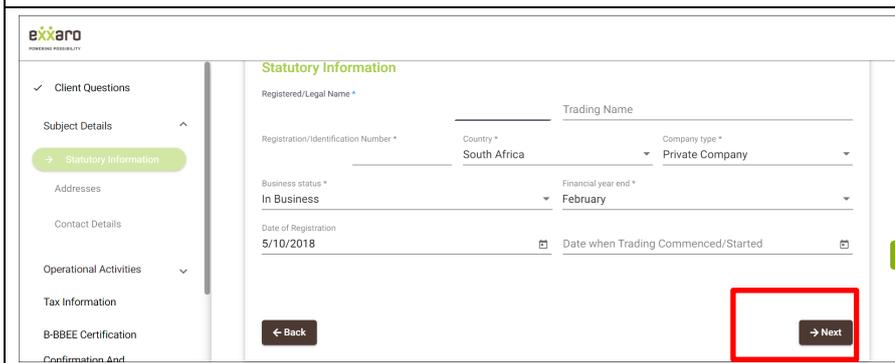
Exxaro Supplier Self-Registration

Dear Prospective Supplier Applicant

Thank you for starting the process to apply with ... S as a Prospective Supplier with Exxaro.

Supplier Name

As a Prospective Supplier ... may be invited to submit a quote/tender based on the information you have provided through this application.

Supplier Name

To continue with the application process, please click the button below.

Start Supplier Self-Registration Process

Kind regards,

Exxaro

8. Exxaro Self-Registration Email

8.1. You will receive an Exxaro Supplier Self-Registration email.

8.2. Click "Start Supplier Self-Registration Process"

→ Client Questions

Confirmation And Agreements

Submit Information

Application Completed

Client Questions

If applicable, insert the reference number of the RFQ you are responding to.

If the majority of your company shareholders are resident in a municipality local to one of Exxaro's mining operations, please select the corresponding municipality below:

Location of Primary Operations (...   ▼

→ Next

9. Complete Questionnaire

9.1. If applicable, insert the reference number of the RFQ you are responding to and if not responding to an RFQ then leave that space open.

9.2. Insert the Location of Primary Operation

9.3. Click "Next"

✓ Client Questions

Subject Details ∧

→ Statutory Information

Addresses

Contact Details

Operational Activities ∨

Tax Information

B-BBEE Certification

Confirmation And

Statutory Information

Registered/Legal Name *

Trading Name

Registration/Identification Number *   Country * South Africa   Company type * Private Company

Business status * In Business   Financial year end * February

Date of Registration 5/10/2018   Date when Trading Commenced/Started

← Back   → Next

10. Statutory Information

10.1. Complete Company registration information.

10.2. Click "Next"

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11. Addresses

11.1. Enter Address details

11.2. Click "Next"

*Note the system captured address is what is captured in the CIPC records for your company.

12. Contact Details

12.1. Enter your companies contact details

12.2. Click "Next"

*Ensure that the information is correct as this is the information that will be used for work opportunities as they arise.
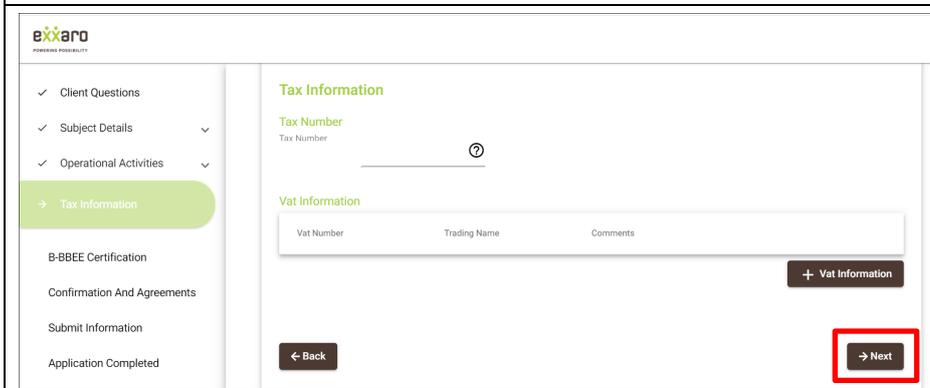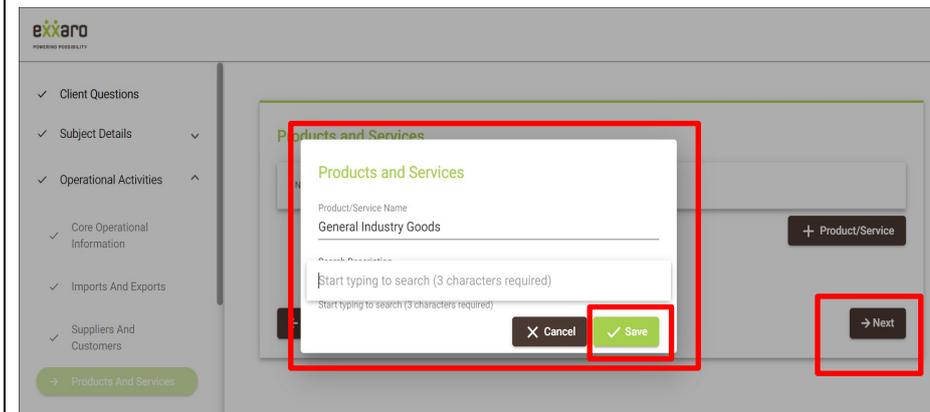
POWERING POSSIBILITY
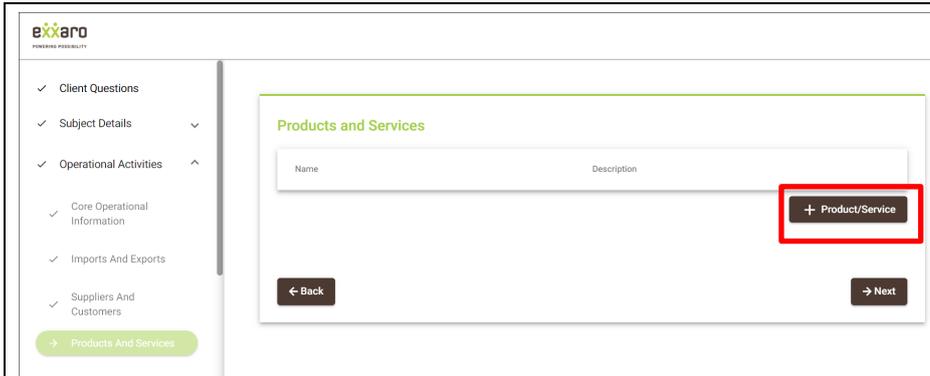
13. Products and Services

13.1. Select " + Product/Service" to enter the product or service that your company provides.

13.2. From the pop-up, search for the product and service and click "Save"

13.3. Click "Next"

13.4. Do note that you can only capture a maximum of three commodities.

14. Tax Information

14.1. Complete your company Tax Information

14.2. Click "Next"

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15. B-BBEE Certificate

15.1. Complete B-BBEE information.

15.2. Attach B-BBEE certificate.

15.3. Click "Next".

*Ensure that you capture your BBBEE certificates correctly and only attach a valid BBBEE certificate or affidavit.

Entity Type refers:

EME – Company Turnover less than R10 million.

QSE – Company Turnover between R10 million and R50 million.

Generic – Company Turnover over R50 million.

16. Confirmation And Agreement

16.1. Tick the confirmation check box.

16.2. Click "Next"

16.3. Click "Submit"

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Supplier Self-Registration approved for Supplier Name

Dear Prospective Supplier Applicant

Thank you for completing the prospective Supplier application. Your Application has been successful

As a Prospective Supplie   Supplier Name   N may be invited to submit a quote/tender based on the information you have provided through this application.

Kind regards,

Exxaro

17. Self-Registration Approval

17.1. You will receive an email informing you that your company has successfully registered on the Exxaro Self-Registration Platform.

17.2. Your company is now registered as an Exxaro Prospective Supplier and is ready to be invited on Exxaro as opportunities arise.

For additional support contact the help desk at 087 283 9704, or email vendor.services@exxaro.com for assistance.

Disclaimer:

1. *Registration on the prospective supplier database will enable your company profile to be available for consideration for inclusion on tenders that meet the categories / commodities you selected.*

2. *Inclusion on the prospective supplier database is NOT a guarantee that you will be invited.*

3. *Exxaro or any of its representative does not charge for registration on the platform.*

4. *Any unauthorised registrations are acts of fraud and liable for criminal prosecution.*

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