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: <u>www.exxaro.com</u> and follow these steps on the Exxaro Homepage: Exxaro Home → Suppliers → Apply To Be A Prospective Supplier → Apply Now.	 Follow Link to Exxaro Self-Registration Landing Page Access the registration link through the Exxaro Homepage 	
In the company Name or Registration Number	 2.1. 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	
ABC Trading	3.1. Select your company from the search results.	
Start Self-Registration Application Please supply the below information to start the self-registration application. As an added security measure, you'll need to confirm some information about the company below. Should you need to change the subject, press the cancel button to return to the search page. Once you are satisfied with the application press submit to continue. Fill In the missing characters for the company registration number 2018/ 466/07 Select the active director PATRICK RADEBE PETER COETZEE (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. 	



DIGITAL SOURCING QUICK REFERENCE GUIDE

EXXARO PROSPECTIVE SUPPLIER SELF-REGISTRATION

Company Details		5. Company Details
Company Name Country South Afric	a 👻	5.1. Complete company
Registration Number Vat Number	r	details.
Status Company Nox In Business -	D	
Website Address		
Contact Details Self-Registration form will be sent to this contact person		
Contact Details Self-Registration form will be sent to this contact person		6. Complete Contact Details
Full Name * Email *	Contact Number *	6.1. Complete all area marked with *
Downloadable Instructions		6.2. Read the Terms & Conditions then check the box to accept the T&C's.
Terms of User - Exxaro Prospe I he eby accept Exxaro's terms and condition for the use of Exxaro's Supplier Portal		6.3. Click "Continue"
X Cancel	→ Continue	
		7. Pop-Up Message
Application Initiated		7.1. A pop-up message will appear to inform you that the application is currently processing.
The application has been initiated and is currently proce Please monitor your email for further instructions	ssing.	7.2. An email will be sent through to the email address as captured in Step 6.



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EXXARO PROSPECTIVE SUPPLIER SELF-REGISTRATION

Dear Prospective Supplier Applicant Thank you for starting the process to apply with a Prospective Supplier with Exxaro. As a Prospective Supplie Supplier Name a quote/tender based on the information you have provided through this application 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"
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 or Exxaro's mining operations, please select the corresponding municipality below: Location of Primary Operations (P. 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"
	■ In the second



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EXXARO PROSPECTIVE SUPPLIER SELF-REGISTRATION

✓ Client Questions	Addresses		11. Addresses
Subject Details	Registered Address Registered address can only be added or upda Street address	ted by your country's registrar Suburb	11.1. Enter Address details 11.2. Click "Next"
✓ Statutory Information	Doetal Coda	Cib/Town	
→ Addresses	2271	KRIEL	*Note the system captured
Contact Details	Country South Africa	Province/State V Mpumalanga	address is what is captured in the CIPC records for your
Operational Activities 🗸 🗸			company.
Tax Information		Address Selection	
B-BBEE Certification	Physical Address	Same as Registered Address	·
Operational Activities 🗸			
Tax Information	← Back	÷	Next
B-BBEE Certification			
A P			
			12. Contact Details
✓ Client Questions	Company Contact Information		12.1. Enter your companies
✓ Subject Details ^	Email *	Contact Number *	contact details
 Statutory Information 	Cell Number	Website	12.2. Click "Next"
✓ Addresses	Primary Contact Person	3 ("ontart Number	
→ Contact Details		! :	*Ensure that the information is
Operational Activities 🗸 🗸			correct as this is the information
Tax Information	← Back	→N	that will be used for work
B-BBEE Certification			opportunities as they arise.



	13. Products and
Client Questions	Services
Subject Details Products and Services	13.1. Select " +
Operational Activities Activities Activities Activities Activities Activities Description Description Product/Service	Product/Service" to enter the product or service that your company provides.
✓ Imports And Exports	12.2 From the popula
Suppliers And Customers	search for the product and service and click "Save"
→ Products And Services	13.3. Click "Next"
exxano	13.4 Do note that you can
Client Questions	only capture a maximum of three commodities.
Subject Details P pduces and Services	
Operational Activities Products and Services	
Product/Service Name	
Information	
Imports And Exports Start typing to search (3 characters required)	
Suppliers And Customers	
Products And Services	
	14. Tax Information
Client Questions Tax Information	14.1. Complete your company
Subject Details Tax Number Tar Number Tar Number	Tax Information
✓ Operational Activities ↓	14.2. Click "Next"
Tax Information Vat Information	
Vat Number Trading Name Comments	
Valinformation And Auroproperty Valinformation	



	15. B-BBEE Certificate
Client Questions Client Questions Subject Details What is your PBBEE status?*	or qualifying Black Owned/Black Women Owned 15.1. Complete B-BBEE information. 15.2. Attach B-BBEE contributed
Certificate issuer *	15.3. Click "Next".
B BBEE Certification Certificate expiry date B-BBEE Level* Confirmation And Agreements	*Ensure that you capture your BBBEE certificates correctly and
Submit Information Black ownership (%) * Black woman of the second seco	wnership (%)* Only attach a Valid BBBEE certificate or affidavit.
✓ Client Questions Black womenship (%) * Black woman ownership	Entity Type refers:
Subject Details Turnover during accreditation* Entity type*	EME – Company Turnover less than R10 million.
Voperational Activities	QSE – Company Turnover between R10 million and R50
B-BBEE Certification B-BBEE Certification Definition Control of the official document (certificate or affidavit) Definition	million.
Confirmation And Agreements	over R50 million.
Application Completed	→Next
	16. Confirmation And
Client Questions	Agreement
Subject Details Operational Activities Operational Activities By continuing , you consent to Exxaro using verification partners and/or services to verification	ty information submitted as part of this 16.1. Tick the confirmation check box.
 Tax Information Tax Information 	tential procurement with major Exaro 16.2. Click "Next"
BBBE Certification Confirmation And Agreements Agreements Eack	16.3. Click "Submit"
Submit Information	
Application Completed	



Supplier Self-Registration approved fo Supplier Name	17.Self-Registration Approval
Dear Prospective Supplier Applicant Thank you for completing the prospective Supplier application. Your Application has been successful	17.1. You will receive an email informing you that your company has successfully registered on the Exxaro Self- Registration Platform.
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	17.2. 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.

