

# Supplier Self Registration Process



Access the Self Registration Portal on [www.exxaro.com/suppliers](http://www.exxaro.com/suppliers)

Receive an activation email and click the link to verify your email and continue the registration

If you are responding to an advertised procurement opportunity, enter the RFQ reference number

Complete your registered physical address

Search for the commodities your company provides, and add the corresponding commodity group to create a list

Accept the T's and C's of the self-registration and Submit your

**Start**

**2**

**4**

**6**

**8**

**10**



**1**

**3**

**5**

**7**

**9**

**Finish**

Search for your company on the Database using the registered CIPC details

- If you are unable to find your company on the database, follow the link to register your company from scratch

Complete your company details

If the majority of your company shareholders are resident within the local municipality of an Exxaro mining operation, select that municipality

Complete the company's primary contact details

If you have a valid B-BBEE Certificate or affidavit, fill in the BEE information for your company

Your information will be verified against CIPC and SARS databases and registered to the Exxaro supplier database

Simply follow this [link](#) to access the online vendor registration Portal