

MOTOR BODY REPAIRER (MBR) COMMUNICATION

Dear Service Providers

SANTAM PARTS SUPPLIER (CERTIFIED AFTERMARKET, GREEN/USED & OE PARTS): APPLICATION REQUIREMENTS 2022

Santam considers its suppliers as business partners and an extension of the Santam brand. As part of the sourcing process in developing a diverse, resilient and sustainable supply chain, it relies on its suppliers to conduct business transparently and credibly. This page allows potential suppliers to familiarise themselves with the basic information required/necessary for the supplier onboarding process. The information supplied is specific to the various categories in the Santam supply chain and may require further mandatory compliance and governance to complete the onboarding process.

How to apply?

All New Certified Aftermarket, Green/Used & OE Parts Supplier Application requests needs to be send to the following e-mail address for review: ClaimsMotorProcurement@santam.co.za

IMPORTANT NOTE: Any Supplier that previously had an Agreement in place with Santam Limited, may only re-apply to be onboarded as a preferred Supplier after a period of 3 (three) years from the date of the Termination of the respective Agreement.

Below is a Highlevel **Minimum Requirements** with regards to the Certified Aftermarket, Green/Used & OE Parts Supplier process:

Step 1: Vendor registration on Santam Supplier Portal

Please note that the portal link will be e-mailed to you once the Supplier application process has commenced process has commenced.

Step 2: Minimum mandatory entry level criteria

Santam would like to afford **all suppliers** a fair opportunity to do business with them, conditional upon the minimum entry-level criteria listed below:

NO.	MANDATORY REQUIREMENT DOCUMENTS	ADDITIONAL INFORMATION	MANDATORY
1	Business Current Registration Certificate (CIPC)	<p>NOTE: Company Registration Certificate:</p> <ul style="list-style-type: none"> • MBR company Current Registration Certificate. • If Sole Proprietor, a copy of the owner(s) ID book. • If Partnership, a copy of the partnership agreement. • If Private Company, copies of share certificates (All to be in-force i.e. Registration Certificate, signed and dated documentation). 	YES
2	Tax clearance certificate (not expired)	<p>Business needs to be in Good standing.</p> <p>Tax Pin Document status needs to be in Good standing NOT tender</p>	YES

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NO.	MANDATORY REQUIREMENT DOCUMENTS	ADDITIONAL INFORMATION	MANDATORY
3	BBBEE certificate or Sworn BBBEE affidavit	Document needs to be valid for 12 months on date of application	YES
4	Proof of Insurance (Public liability)	Public liability, Fire & Theft and Sasria	YES
5	Stamp Letter from the Bank	Letter should not be older than 3 months to confirm business bank details.	YES
6	Second Hands Goods Dealer certificate	Applicable to Green/Used Parts suppliers only	YES
7	List of the Top 100 parts that you intend on supplying to Santam based on volume		YES
8	System Capability	Access to your company system, here we will conduct a system capability review in order to determine, amongst others where your company sources the parts, how you conduct and keep track of the quality review results, keep record of inventory, manages returns etc, ultimately understanding your track and traceability to ensure that only the intended approved parts are supplied and used on policy holders' vehicles;	YES

Kind regards

SANTAM GROUP SOURCING TEAM