

# User Manual

For SMMEs and Buyers

Registration · Login recovery · Portal navigation · Compliance uploads

## Need help?

Contact: Mr. Kabelo Mzolo

Email: [support@dcmsmmeportal.com](mailto:support@dcmsmmeportal.com)

Tel: 073 8377 509

Web: [www.dcmsmmeportal.com](http://www.dcmsmmeportal.com)

*Please keep this document handy — every screen shown here matches what you see in your browser.*

# Welcome

The DCM SMME Portal is the verified directory and tender exchange that connects Small, Medium and Micro Enterprises (SMMEs) with corporate procurement buyers. This manual walks you through the two roles supported by the platform — **SMMEs** (suppliers) and **Buyers** (procurement teams) — from creating an account, through recovering your password, to navigating each dashboard and uploading the six statutory compliance documents required to unlock opportunities.

## Read this first

Every screenshot in this document is captured directly from the live portal, so what you see here should match what you see on your screen. If a screen looks different, please refresh your browser once — the portal updates itself automatically.

## What's inside

1. Getting started — the landing page · [p. 3](#)
2. Registering as an SMME · [p. 4](#)
3. Registering as a Buyer · [p. 5](#)
4. Signing in and recovering your password · [p. 6](#)
5. Navigating the SMME dashboard · [p. 8](#)
6. Uploading compliance documents (step-by-step) · [p. 9](#)
7. Navigating the Buyer dashboard · [p. 11](#)
8. Posting a Tender / RFQ / RFI · [p. 12](#)
9. Filtering the SMME database · [p. 13](#)
10. Help & support contact · [p. 14](#)

# 1. Getting started

## The landing page

Open your browser and go to [www.dcmsmmeportal.com](http://www.dcmsmmeportal.com). The landing page introduces the two sides of the portal — SMMEs and Buyers — and gives you three ways to move forward:

1. Click **Register an SMME** if you are a supplier looking for tenders and opportunities.
2. Click **Register a Buyer** if you post opportunities on behalf of a purchasing team (only @dwarsrivier.co.za email addresses are accepted).
3. Click **Sign in** in the top-right corner if you already have an account.

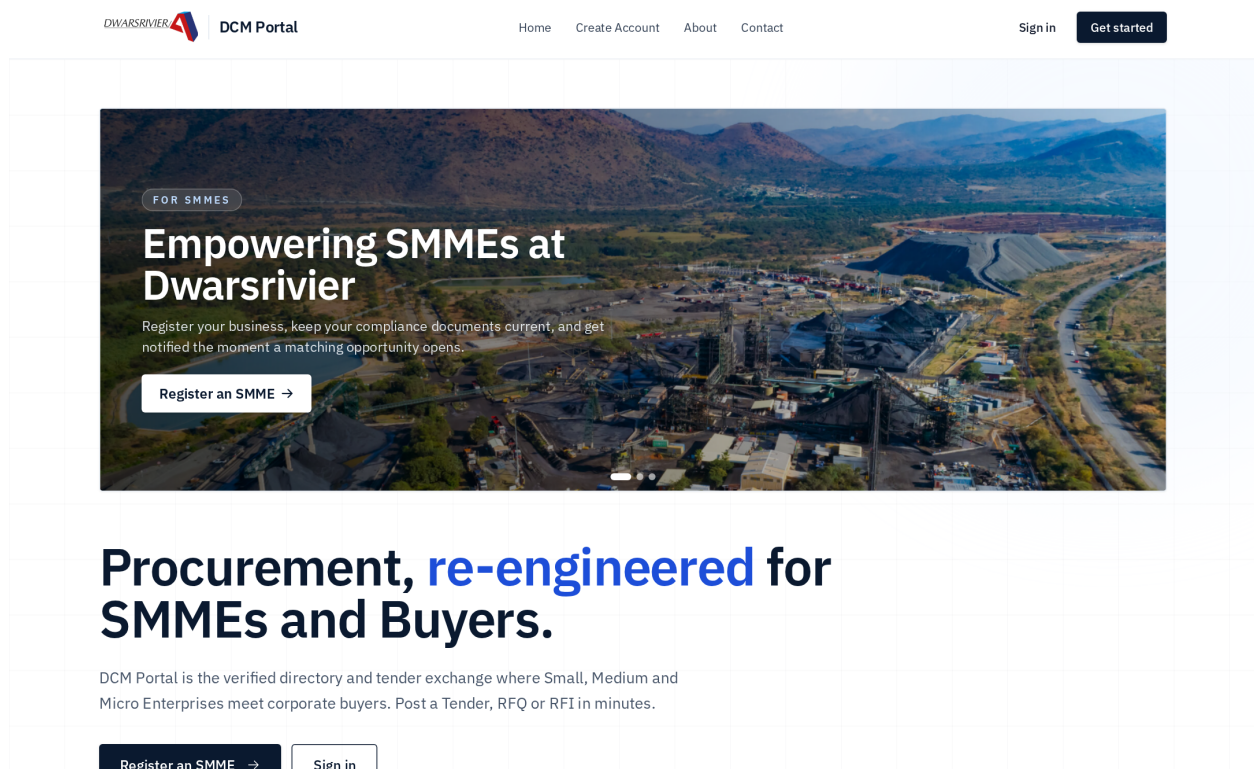


Figure — The DCM Portal landing page. Sliding banners rotate every 6 seconds — the buttons stay in place.

## 2. Registering as an SMME

The SMME registration form asks for four things: your full name, business email, a password, and confirmation of your password. Once submitted, you go straight into your SMME dashboard.

1. From the landing page, click **Register an SMME** (or open **/register?role=smme**).
2. Enter your **Full name** — this is the contact name that Buyers will see next to your business.
3. Enter your **Email address**. This is where opportunity notifications and expiry alerts will be sent.
4. Choose a **password** of at least 6 characters. Type it again in **Confirm password** to make sure it matches.
5. Tick **I accept the POPIA disclosure** and click **Create SMME account**.

DWARSRIVER

DCM Portal

HomeCreate AccountAboutContact

Sign inGet started

DCM Portal

CREATE ACCOUNT

Two paths.  
One marketplace.

✓ Free SMME directory profile

✓ Free opportunity posting for buyers

✓ Encrypted document vault

✓ POPIA-aligned data handling

Need help? [Contact our support team.](#)

GET STARTED

Register your account

Already a member? [Sign in.](#)

I AM AN  
**SMME / Supplier**  
Register a business and receive RFQ / Tender alerts.

I AM A  
**Buyer / Procurer**  
Post tenders & browse the SMME database.

Full name

Work email

Password (min 6 characters)

☒ I consent to the processing of my business and personal information in accordance with the [DCM Portal POPIA notice](#). I confirm that any information I submit is true and accurate.

Create account

Figure — The SMME registration form.

**Already have an account?**

If you've registered before, use the **Sign in here** link at the bottom of the form instead of creating a duplicate account.

## 3. Registering as a Buyer

The Buyer role is restricted to Dwarsrivier's corporate procurement team. Your email address **must end in @dwarsrivier.co.za** — the portal will refuse any other domain to keep the opportunity feed trustworthy for SMMEs.

1. From the landing page, click **Register a Buyer** (or open `/register?role=buyer`).
2. Enter your **Full name** and your **@dwarsrivier.co.za** work email.
3. Choose a strong password (at least 6 characters) and confirm it.
4. Tick **I accept the POPIA disclosure** and click **Create Buyer account**.

DCM Portal

Home Create Account About Contact Sign in Get started

DCM Portal

GET STARTED

### Register your account

Already a member? [Sign in](#).

I AM AN  
**SMME / Supplier**  
Register a business and receive RFQ / Tender alerts.

I AM A  
**Buyer / Procurer**  
Post tenders & browse the SMME database.

Buyer accounts are restricted to @dwarsrivier.co.za email addresses. Contact procurement if you need access.

Full name

Work email

Password (min 6 characters)

☒ I consent to the processing of my business and personal information in accordance with the [DCM Portal POPIA notice](#). I confirm that any information I submit is true and accurate.

Create account

CREATE ACCOUNT

### Two paths. One marketplace.

- ✓ Free SMME directory profile
- ✓ Free opportunity posting for buyers
- ✓ Encrypted document vault
- ✓ POPIA-aligned data handling

Need help? [Contact our support team](#).

Figure — The Buyer registration form — note the corporate email restriction.

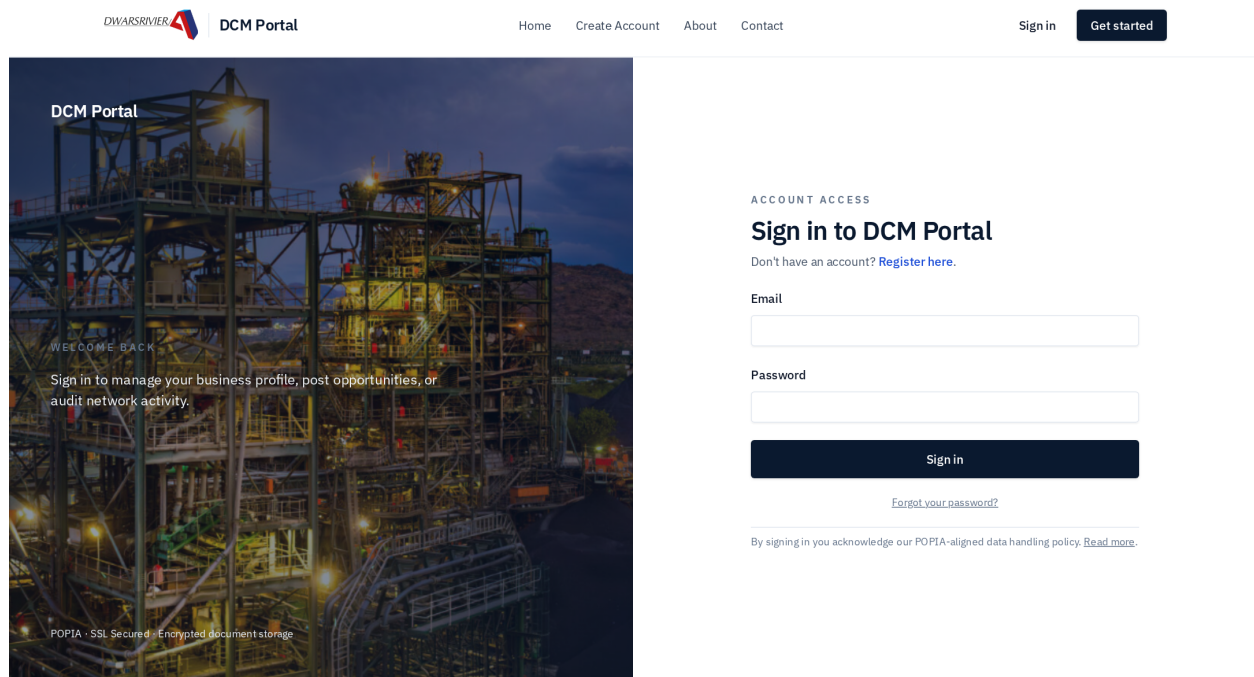
### Not part of the Dwarsrivier team?

Buyer access is reserved for procurement officers at Dwarsrivier. If you believe you should have Buyer access, contact **Mr. Kabelo Mzolo** at [support@dcmsmmeportal.com](mailto:support@dcmsmmeportal.com).

## 4. Signing in and recovering your password

### Signing in

1. Click **Sign in** in the top-right of the landing page (or open **/login**).
2. Enter the **email address** and **password** you registered with.
3. Click **Sign in**. You will be taken to the dashboard that matches your role.



DCM Portal

Home Create Account About Contact

Sign in Get started

ACCOUNT ACCESS

### Sign in to DCM Portal

Don't have an account? [Register here](#).

Email

Password

Sign in

[Forgot your password?](#)

By signing in you acknowledge our POPIA-aligned data handling policy. [Read more](#).

WELCOME BACK

Sign in to manage your business profile, post opportunities, or audit network activity.

POPIA · SSL Secured · Encrypted document storage

Figure — The Sign-in screen — same for SMMEs and Buyers.

## Forgot your password?

If you cannot remember your password, you don't need to email support — the portal can email you a secure reset link that stays valid for one hour.

1. On the **Sign in** screen, click the **Forgot password?** link under the password box.
2. Enter the **email address** you registered with and click **Send reset link**.
3. Open your inbox — the reset email is titled “Reset your DCM Portal password”. If it isn't in your inbox within 5 minutes, check your spam / junk folder.
4. Click **Reset my password** inside the email. This opens a page where you can type a new password twice.
5. Click **Update password**, then sign in with your new credentials.

 DCM Portal

[Home](#) [Create Account](#) [About](#) [Contact](#)

[Sign in](#) [Get started](#)

ACCOUNT RECOVERY

### Reset your password

Enter your account email and we'll send a reset link valid for 1 hour.

Email

Send reset link

[Back to sign in](#)

 DCM Portal

The trusted exchange connecting South African SMMEs with corporate buyers and supply-chain opportunities.

PLATFORM

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[Register an SMME](#)  
[Buyer Account](#)

SUPPORT

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[POPIA Notice](#)

SECURITY

[SSL-secured. Documents encrypted at rest.](#)  
[POPIA-compliant data handling.](#)

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Figure — The Forgot-password screen.

### Reset link expired?

Reset links are valid for **1 hour** for security reasons. If yours has expired, simply request a new one from the Forgot-password screen.

### Still cannot get in?

Email [support@dcmsmmeportal.com](mailto:support@dcmsmmeportal.com) or call **073 8377 509** — please include the email address you used to register.

## 5. Navigating the SMME dashboard

Once signed in as an SMME, the dashboard is arranged in four tabs. Two are **locked** until you complete your business profile and upload the six mandatory compliance documents — this is by design, so Buyers only see fully-compliant suppliers.

1. **Business profile** — the first stop. Enter your business name, sector, tax number, phone, address, B-BBEE level and the services you offer.
2. **Statutory documents** — upload the six required compliance files (unlocked once the profile is complete).
3. **Opportunities** — browse and respond to Tenders, RFQs and RFIs (unlocked once all six documents are uploaded).
4. **Notice Board** — read announcements, meeting invites and matters of interest posted by Buyers (unlocked with Opportunities).

The screenshot shows the DCM SMME Portal dashboard for Bokamoso Trading (Pty) Ltd. The top navigation bar includes the DCM Portal logo, links for Home, Create Account, About, and Contact, and a Dashboard link with a Sign Out button. The main header displays the company name and a link to the SMME manual. A red banner indicates that all statutory documents must be uploaded to unlock opportunities, listing missing documents: SARS Tax Clearance, B-BBEE Certificate, COIDA Letter of Good Standing, Company Registration Documents, Proof of Address, and Company Business Profile. Below this, a tabbed interface shows the 'Statutory documents' tab selected. A red box states that 6 documents are still required. Three status boxes show: 0 Active, 0 Expiring Soon, and 6 Expired / Missing. The 'SARS Tax Clearance' section has a 'Choose File' button, a date field, and an 'Upload' button. The 'B-BBEE Certificate' section also has a 'Choose File' button, a date field, and an 'Upload' button.

Figure — The Business profile tab — fill this in first.

### Save as you go

The **Save profile** button at the bottom of the profile tab commits your changes immediately. You can come back and edit any field later.

## 6. Uploading compliance documents

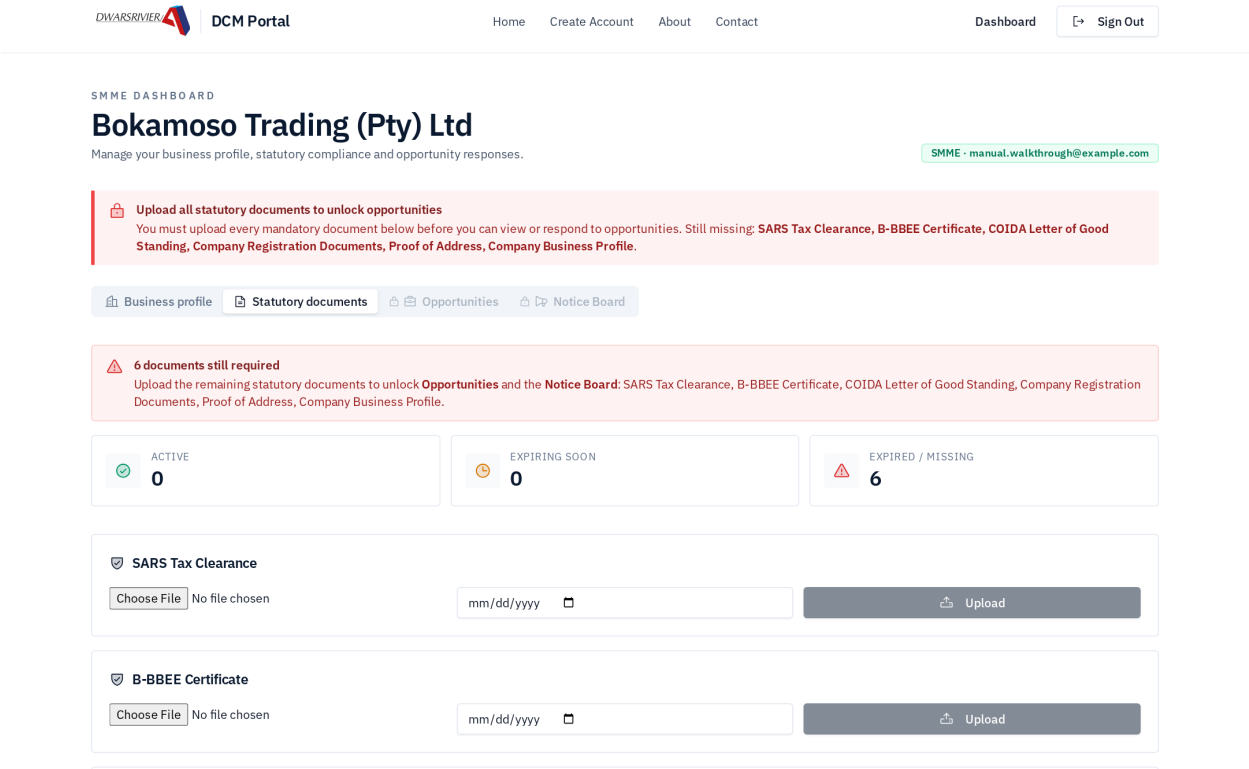
Six statutory documents unlock full portal access. Each row on the Documents tab represents one document type — pick the file from your computer, add the expiry date (where applicable), and click **Upload**.

### The six required documents

| # | Document                      | Purpose                                            | Expiry tracked |
|---|-------------------------------|----------------------------------------------------|----------------|
| 1 | SARS Tax Clearance            | Confirms your business is compliant with SARS.     | Yes            |
| 2 | B-BBEE Certificate            | Records your B-BBEE level for Buyer filtering.     | Yes            |
| 3 | COIDA Letter of Good Standing | Confirms Compensation Fund compliance.             | Yes            |
| 4 | Company Registration (CIPC)   | Your CoR14.3 / registration document.              | No             |
| 5 | Proof of Address              | A utility bill or lease no older than 3 months.    | No             |
| 6 | Company Business Profile      | A short PDF profile of your business & references. | No             |

### Step-by-step upload

1. Sign in and stay on the SMME dashboard.
2. Click the **Statutory documents** tab.
3. For the row you want to upload, click **Choose file** and pick a PDF, JPG, PNG or Word document from your computer (max 10 MB).
4. If the document has an expiry date (SARS, B-BBEE, COIDA), type it in the **mm/dd/yyyy** box.
5. Click **Upload**. A green tick appears once the file is stored.
6. Repeat for the remaining rows until all six show a green **Active** status.



## 7. Navigating the Buyer dashboard

The Buyer dashboard is where you post opportunities, keep track of responses, browse the SMME network, and configure your email preferences. It is organised into six tabs across the top of the page.

1. **Post opportunity** — create a new Tender, RFQ or RFI (see next section).
2. **My opportunities** — every opportunity you've posted, with response counts and status badges.
3. **SMME database** — search and filter the entire network; export shortlists to Excel.
4. **Notice Board** — post announcements, meeting invitations, and matters of interest to SMMEs.
5. **Reports** — village and sector coverage charts and drill-down tables.
6. **Email preferences** — pick which portal emails you want to receive.

The screenshot shows the DCM Portal Buyer Dashboard. At the top, there's a navigation bar with the DCM Portal logo, links for Home, Create Account, About, and Contact, and a Dashboard link with a Sign Out button. Below the navigation bar, the page title is 'Manual Walkthrough Buyer' with a subtitle 'Post opportunities, browse the SMME database, and audit responses.' and a user email 'Buyer · manual.walkthrough@dwarsrivier.co.za'. A horizontal tab bar contains six tabs: '+ Post opportunity' (active), 'My opportunities', 'SMME database', 'Notice Board', 'Reports', and 'Email preferences'. The main content area is titled 'Post a new opportunity' and includes a note: 'Choose Tender / RFQ / RFI. All registered SMMEs will receive an email notification.' The form fields are: TYPE \* (dropdown with 'RFQ' selected), SECTOR \* (dropdown with 'Select sector' selected), CLOSING DATE \* (text input with 'mm/dd/yyyy' and a calendar icon), CLOSING TIME (text input with '--:-- --' and a clock icon), TITLE \* (text input), DESCRIPTION \* (text area), and TARGET AREA (a section with 'Province' and 'Town / Village' labels).

Figure — The Buyer dashboard opens on the Post opportunity tab.

# 8. Posting a Tender / RFQ / RFI

- 1. Open the **Post opportunity** tab.
- 2. Pick the type (**Tender**, **RFQ** or **RFI**) and enter a clear **Title**.
- 3. Fill in the **Description**, **Sector**, **Location**, **Budget** (optional) and **Closing date**.
- 4. Add attachments (up to 25 MB each — PDFs, spreadsheets, drawings, etc.).
- 5. Click **Post opportunity**. Every registered SMME is notified by email within seconds.
- 6. Track responses on the **My opportunities** tab — each opportunity card shows a live response count.

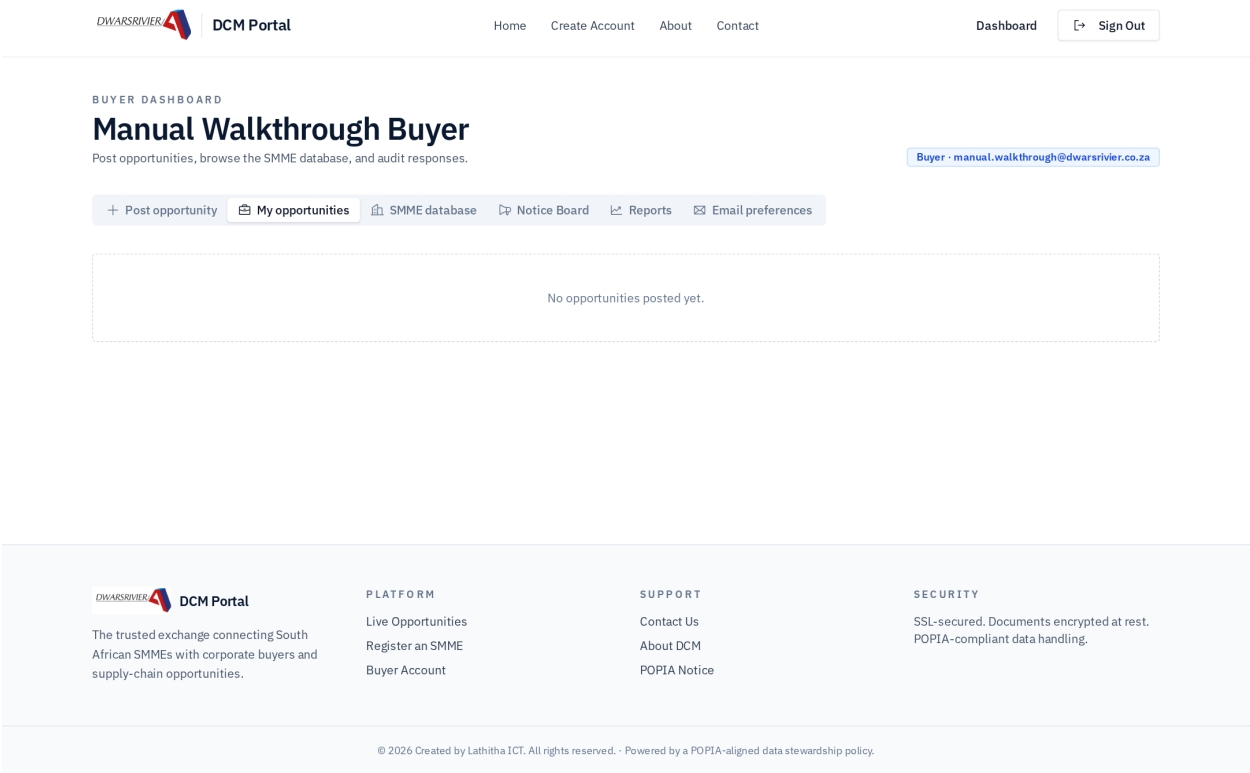


Figure — The My opportunities tab — click any row to view responses and open a chat thread.

# 9. Filtering the SMME database

- 1. Open the **SMME database** tab.
- 2. Use the filter row to narrow by **sector**, **province**, **city / village** and **B-BBEE level**.
- 3. Type a keyword in the **Search** box to match business names, services or descriptions.
- 4. Click **View profile** on any SMME to see full details and compliance status.
- 5. Click **Export to Excel** to download the current filtered shortlist for offline review.

DCM Portal

Home

Create Account

About

Contact

Dashboard

Sign Out

BUYER DASHBOARD

Manual Walkthrough Buyer

Post opportunities, browse the SMME database, and audit responses.

Buyer · manual.walkthrough@dwarsrivier.co.za

+ Post opportunity

My opportunities

SMME database

Notice Board

Reports

Email preferences

TOTAL SMMEs ON DATABASE

10

verified suppliers ready to receive opportunities

SEARCH

Business name or service...

SECTOR

Accounting and Auditing

PROVINCE

All

CITY / TOWN / VILLAGE

All

B-BBEE LEVEL

All

Search

5 SMMEs found

Export to Excel

| BUSINESS                                                         | SECTOR           | LOCATION            | B-BBEE  | CONTACT                                              |      |
|------------------------------------------------------------------|------------------|---------------------|---------|------------------------------------------------------|------|
| Lathitha ICT<br>Software                                         | ICT & Technology | Steelpoort, Limpopo | Level 3 | Kabelo<br>kabelomzolo@lathithaict.co.za · 0738377509 | View |
| Test SMME Ltd (admin-edited)<br>abcdefghijklmnopqrstuvw, welding | ICT              | Limpopo             | —       | y<br>smme.test@example.com · +27 12 345 6789         | View |

Figure — The SMME database — filter, view or export to Excel.

## 10. Help & support

For anything the manual doesn't cover — from access requests to compliance queries, training sessions and outage reports — please contact the DCM Portal support desk.

|           |                                                                          |
|-----------|--------------------------------------------------------------------------|
| Contact   | Mr. Kabelo Mzolo                                                         |
| Email     | <a href="mailto:support@dcmsmmeportal.com">support@dcmsmmeportal.com</a> |
| Telephone | 073 8377 509                                                             |
| Website   | <a href="http://www.dcmsmmeportal.com">www.dcmsmmeportal.com</a>         |

### Response times

Support requests are typically answered within **1 business day**. For urgent matters (portal outages, lost access before a tender deadline), please phone the support number above.