2023

HOW TO GUIDE

REVENUE AND DEBT COLLECTIONS APPLICATION

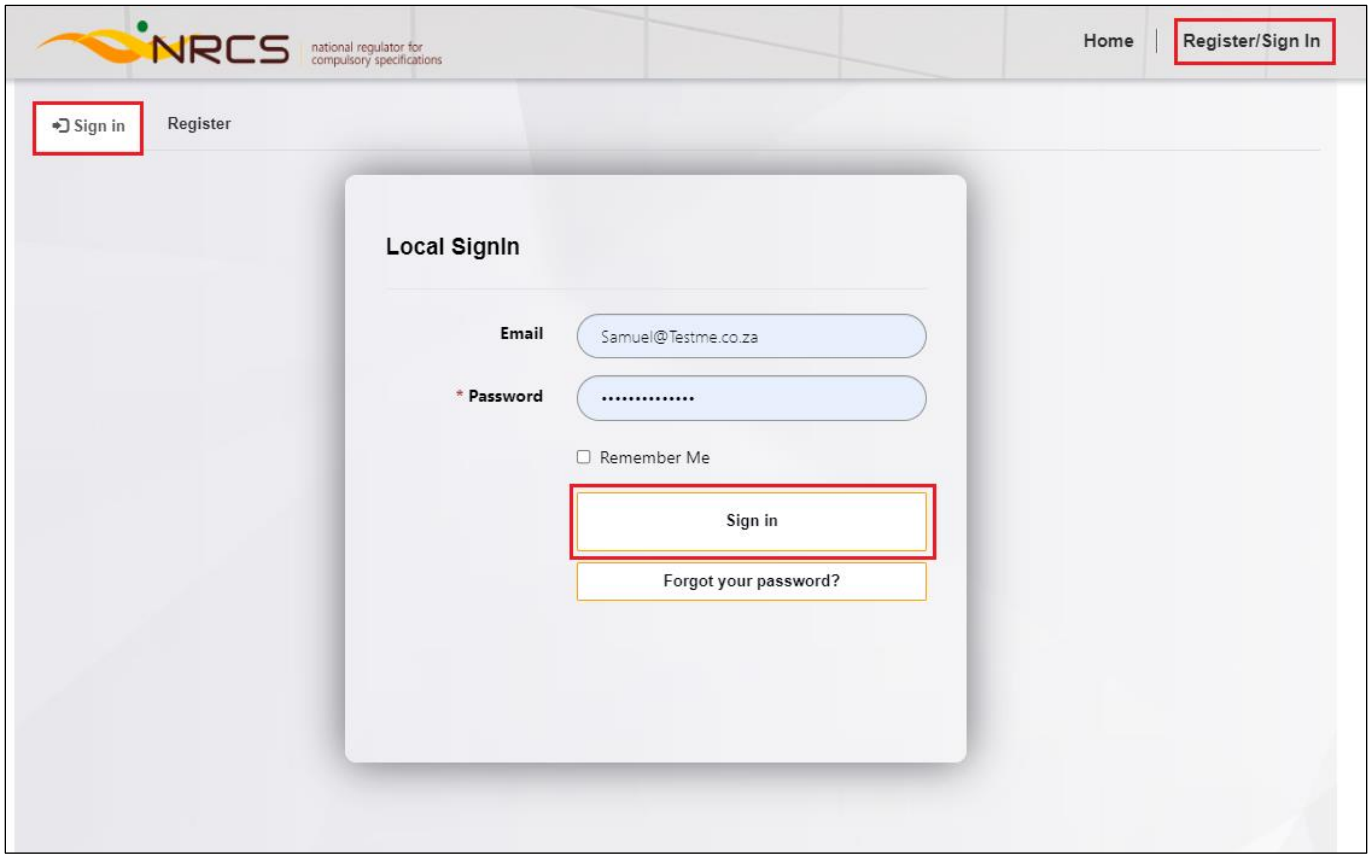
STEP BY STEP GUIDE

NRCS national regulator for compulsory specifications

1. Signing into the Portal

Go to: https://nrcsproductionportal.powerappsportals.com/

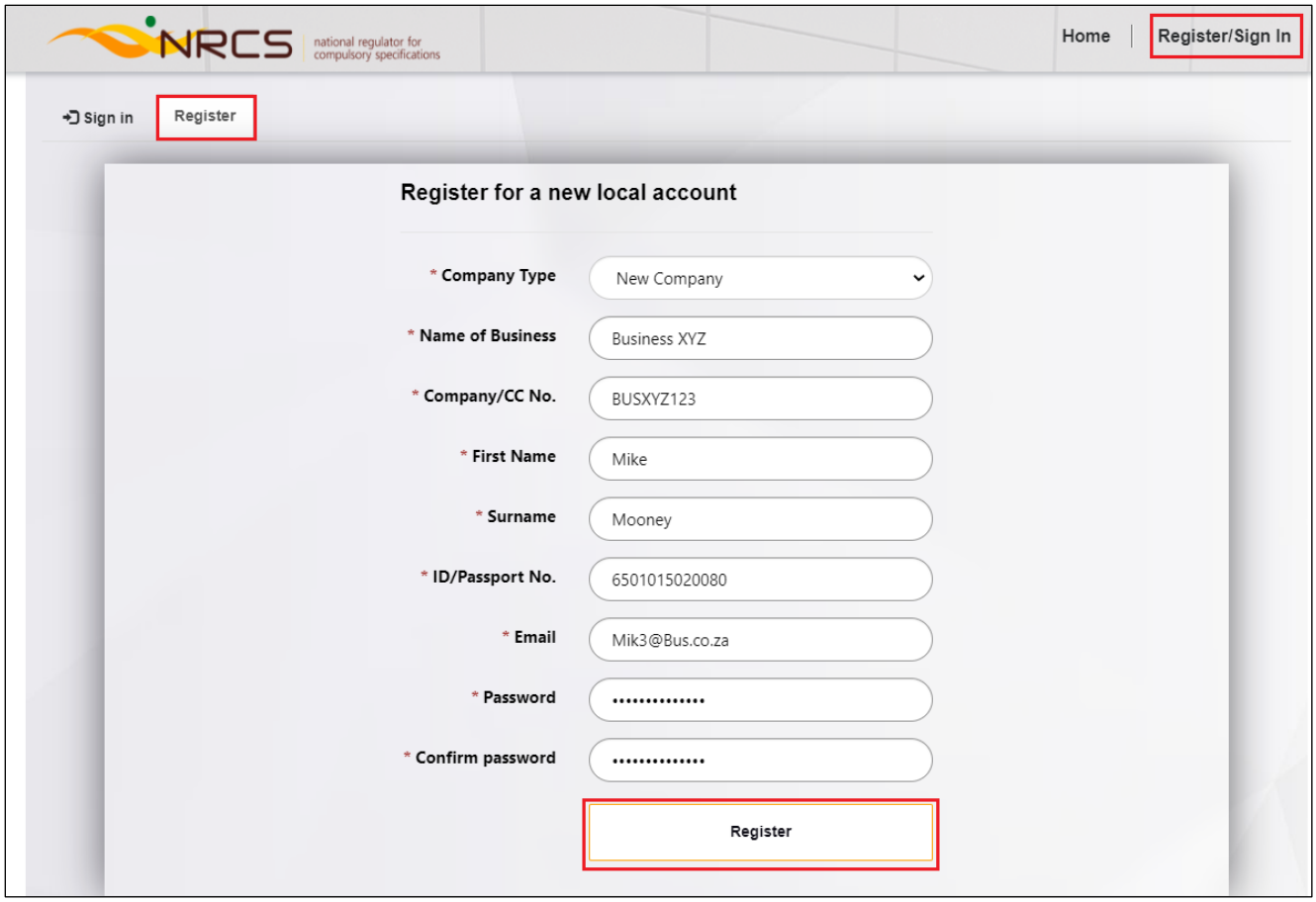
Go to Register/Sign In on the top right of the screen.
Go to Sign In.
Enter your Email & Password.
Click on Sign in button.



2. New Contact and New Account Registration

2.1. Register

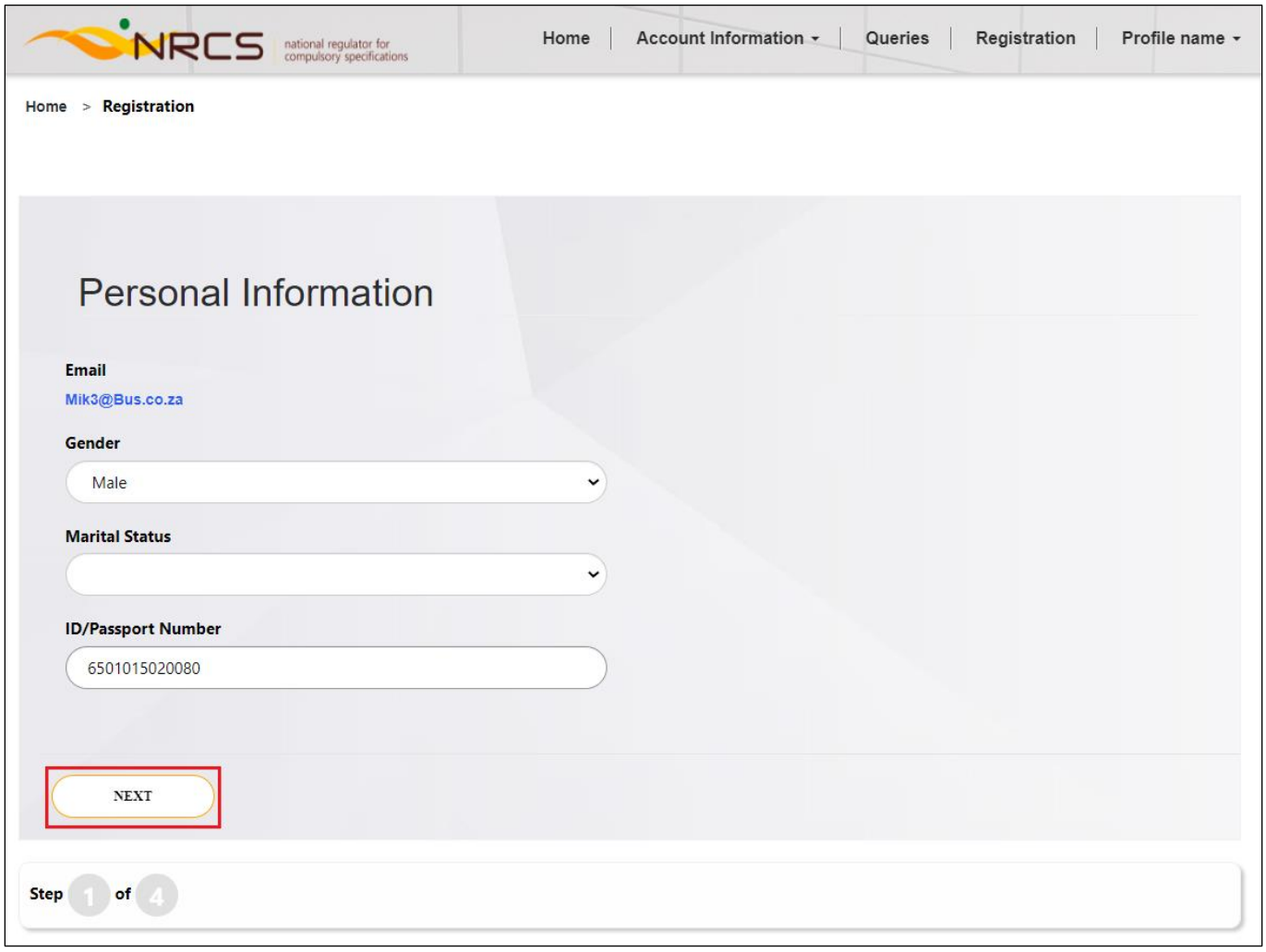
Navigate from Home Page > Register/Sign In > Register.
On Company Type > Select New Company
Capture Name of Business, Company/CC No., First Name, Surname, ID/Passport No., Email, Password, Confirm Password
Click on Register


NRCS
national regulator for compulsory specifications
Home
Register/Sign In
Sign in
Register
Register for a new local account
* Company Type
New Company
* Name of Business
Business XYZ
* Company/CC No.
BUSXYZ123
* First Name
Mike
* Surname
Mooney
* ID/Passport No.
6501015020080
* Email
Mik3@Bus.co.za
* Password
* Confirm password
Register

2.2. Personal Information

Select Gender, Marital Status, confirm ID/Passport No.

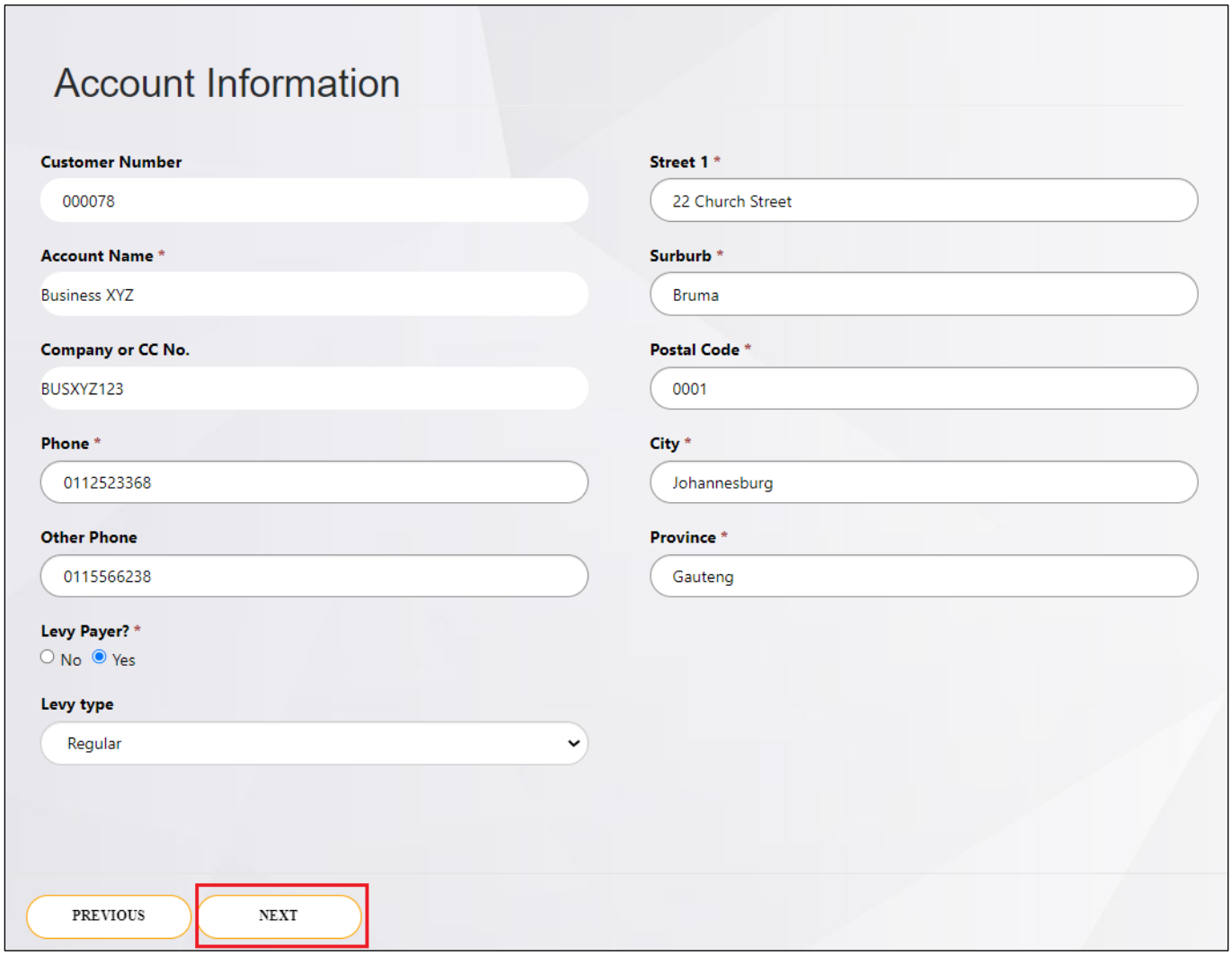
Click on Next.



2.3. Account History

Customer Number will be locked.
Capture Account Name, Phone, Other Phone, Levies, Levy Type (Only applicable if Levies = Yes), Company or CC No., Street 1, Street 2, Postal Code, City, Province.

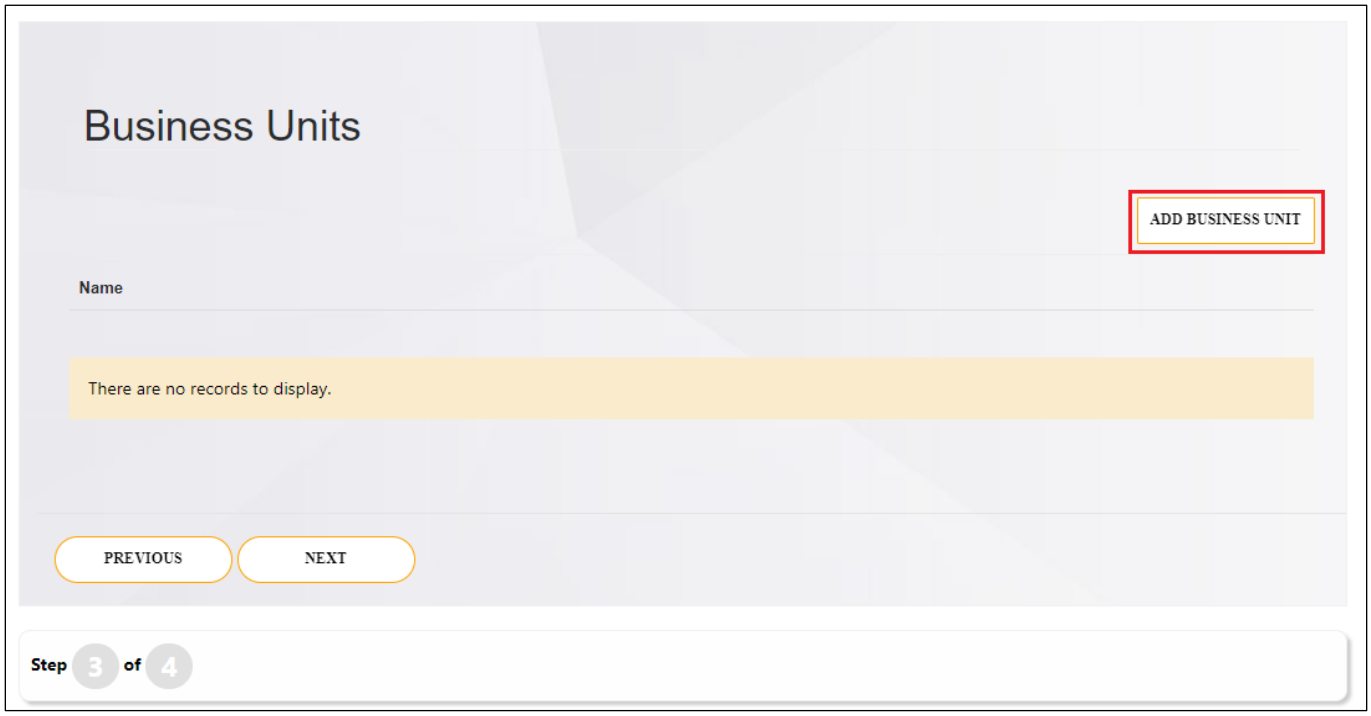
Click on Next.



2.4. Business Units

Click on Add Business Unit

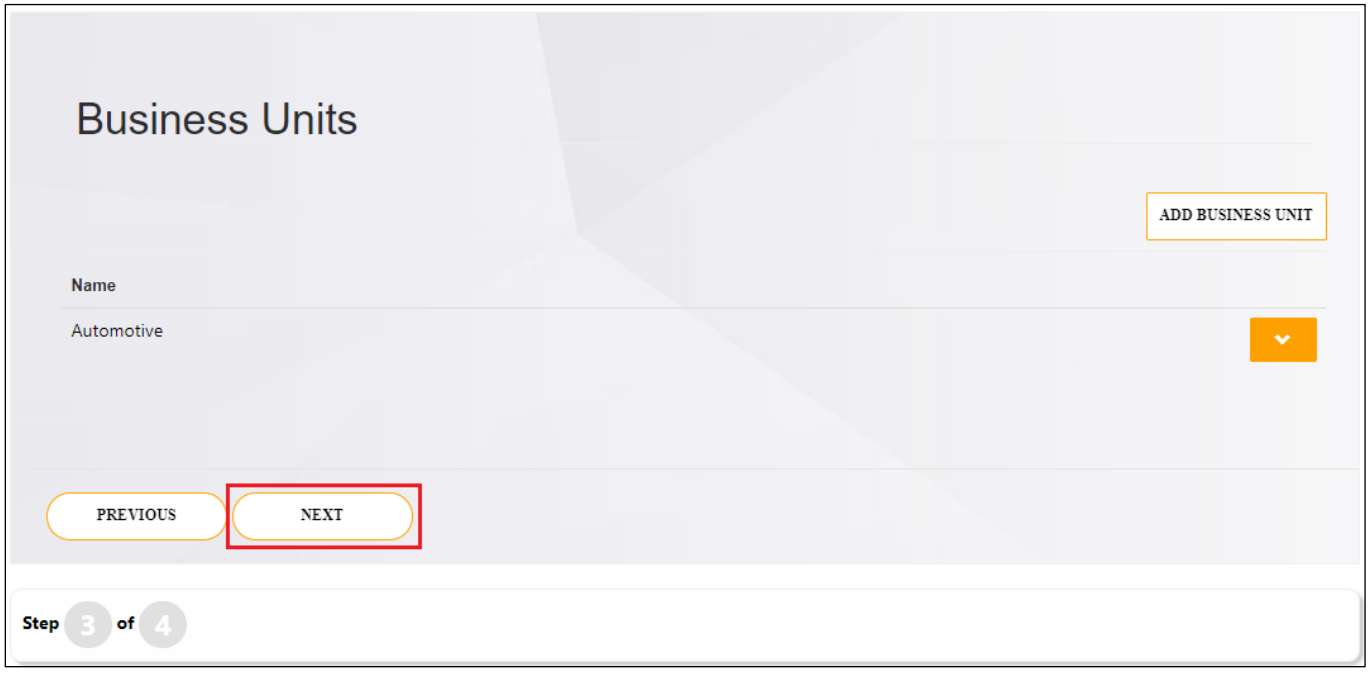
Click on Add Business Unit. Repeat this step to add more Business Units.



Select Business Unit

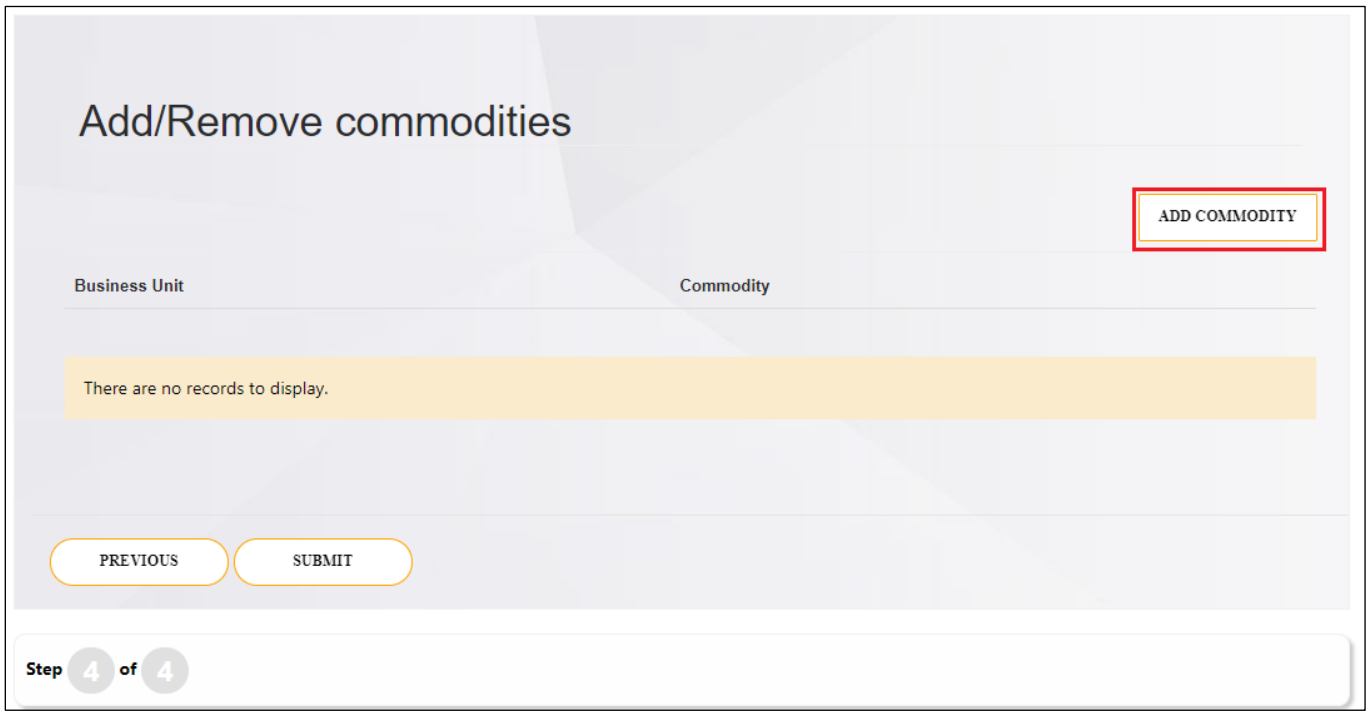
Click on Submit

Click on Next

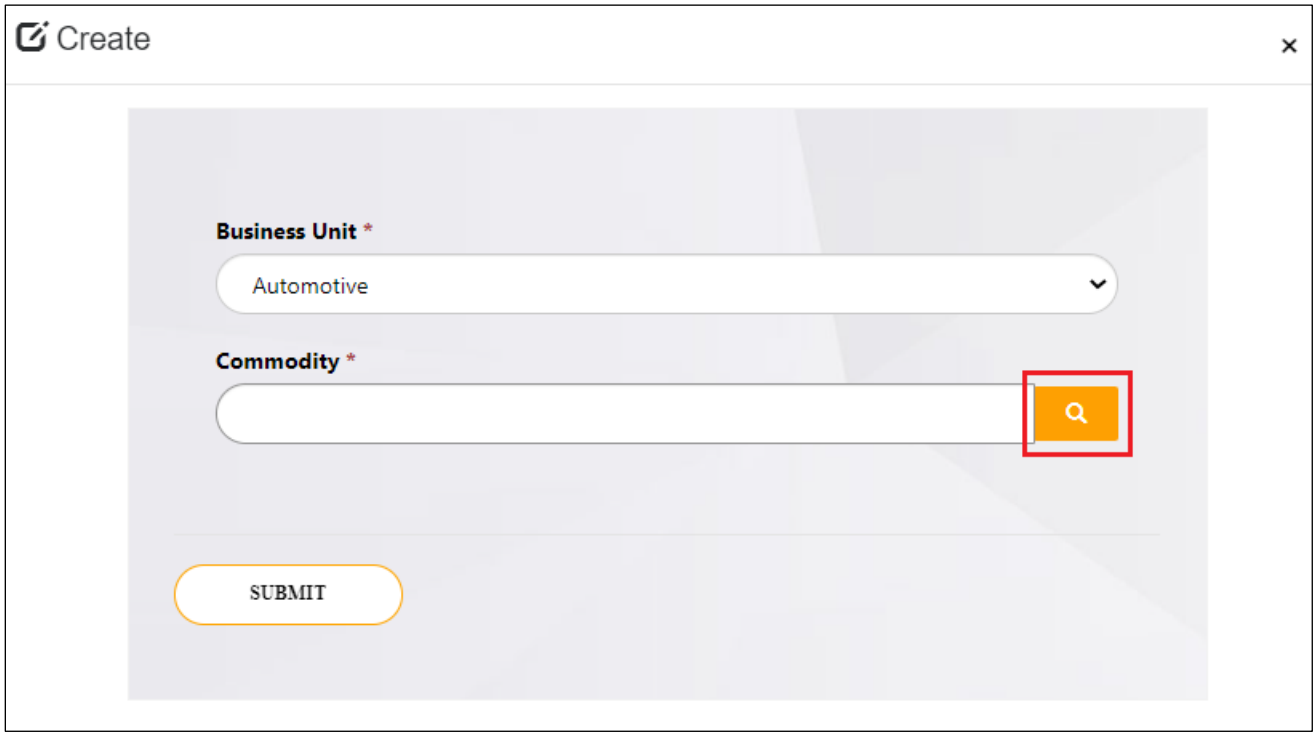


2.5. Add/Remove Commodities

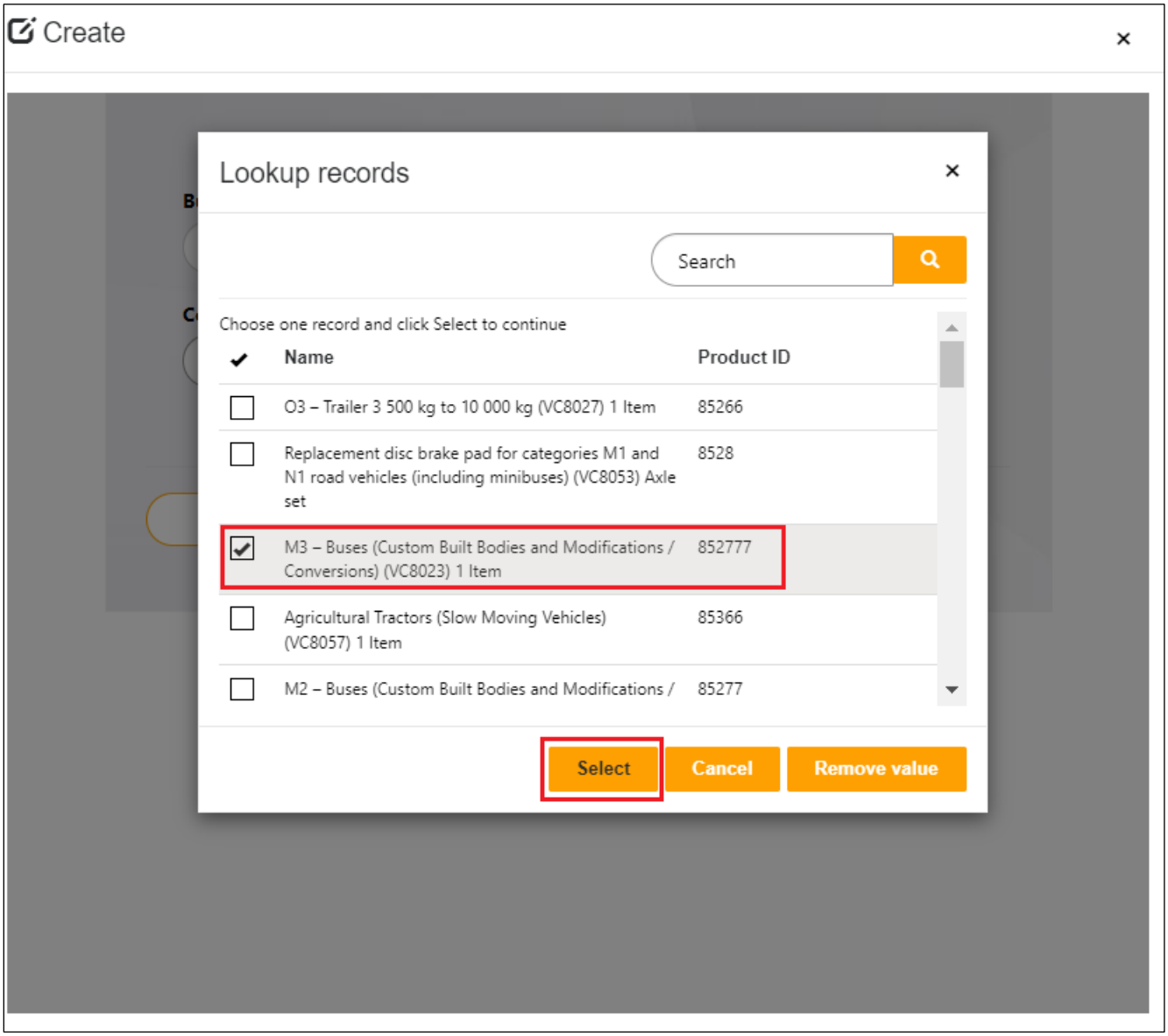
Click on Add Commodity



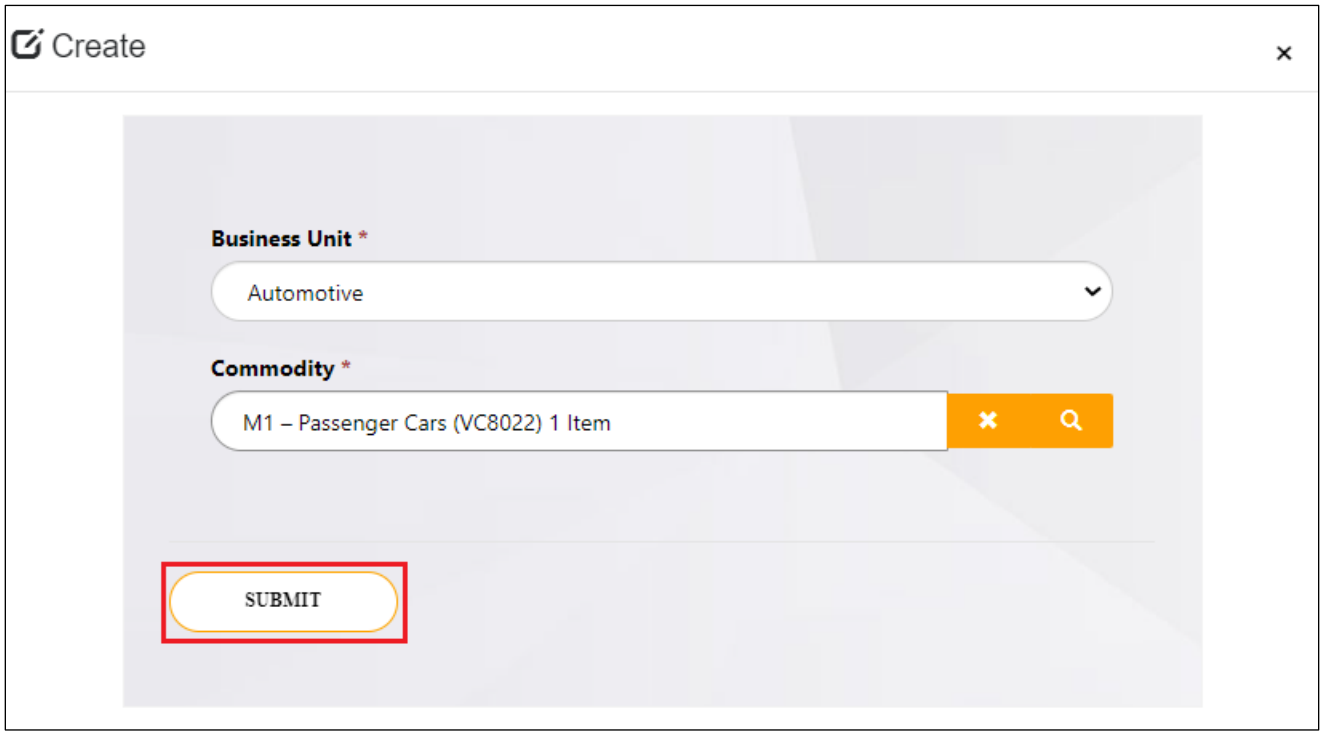
Find the Commodity, click on finder icon.



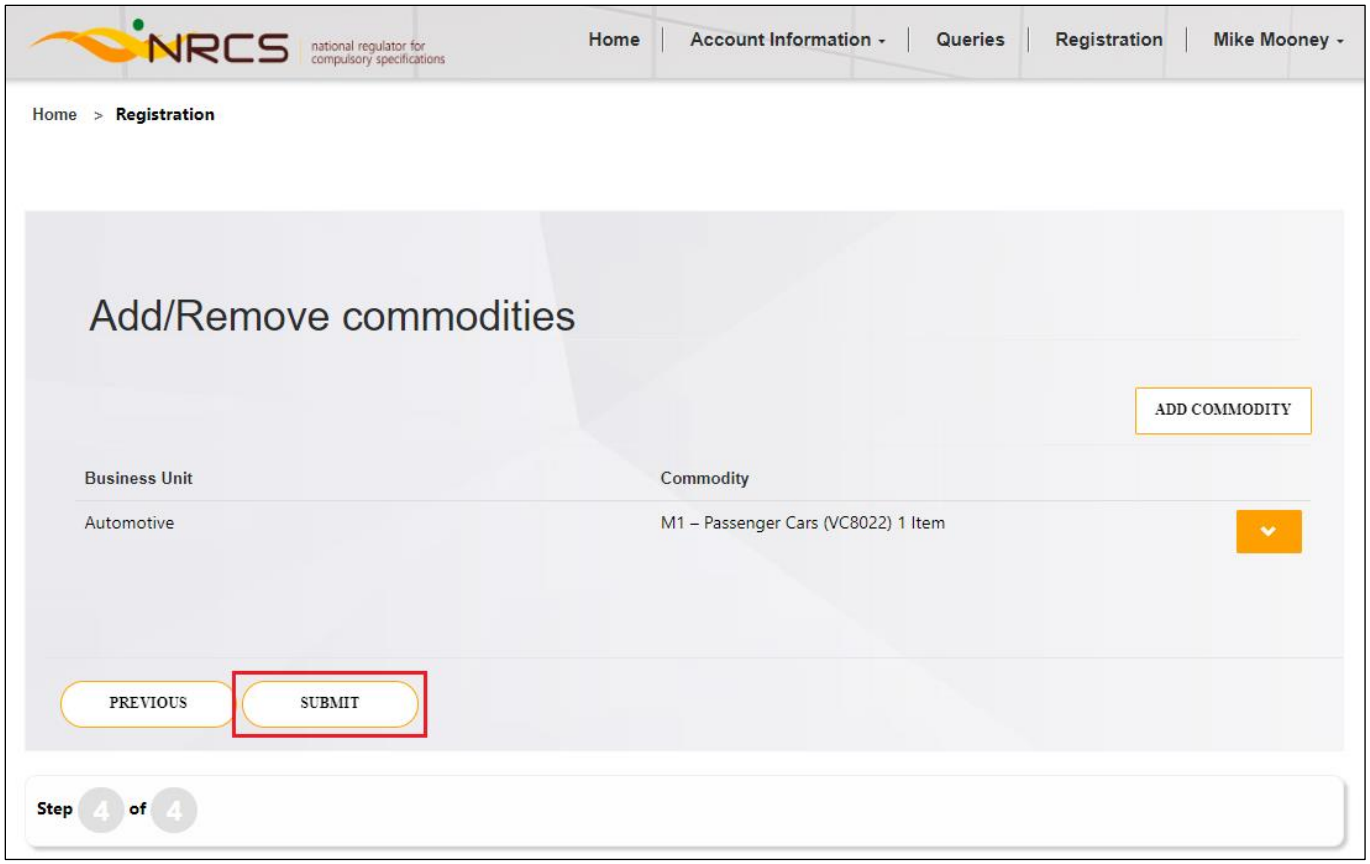
Pick a Commodity, Click on Next, Repeat the process to add more Commodities to the BU.


Create
Lookup records
Search
Choose one record and click Select to continue
Name
Product ID
O3 – Trailer 3 500 kg to 10 000 kg (VC8027) 1 Item
85266
Replacement disc brake pad for categories M1 and N1 road vehicles (including minibuses) (VC8053) Axle set
8528
M3 – Buses (Custom Built Bodies and Modifications / Conversions) (VC8023) 1 Item
852777
Agricultural Tractors (Slow Moving Vehicles) (VC8057) 1 Item
85366
M2 – Buses (Custom Built Bodies and Modifications /
85277
Select
Cancel
Remove value

Click on Submit.



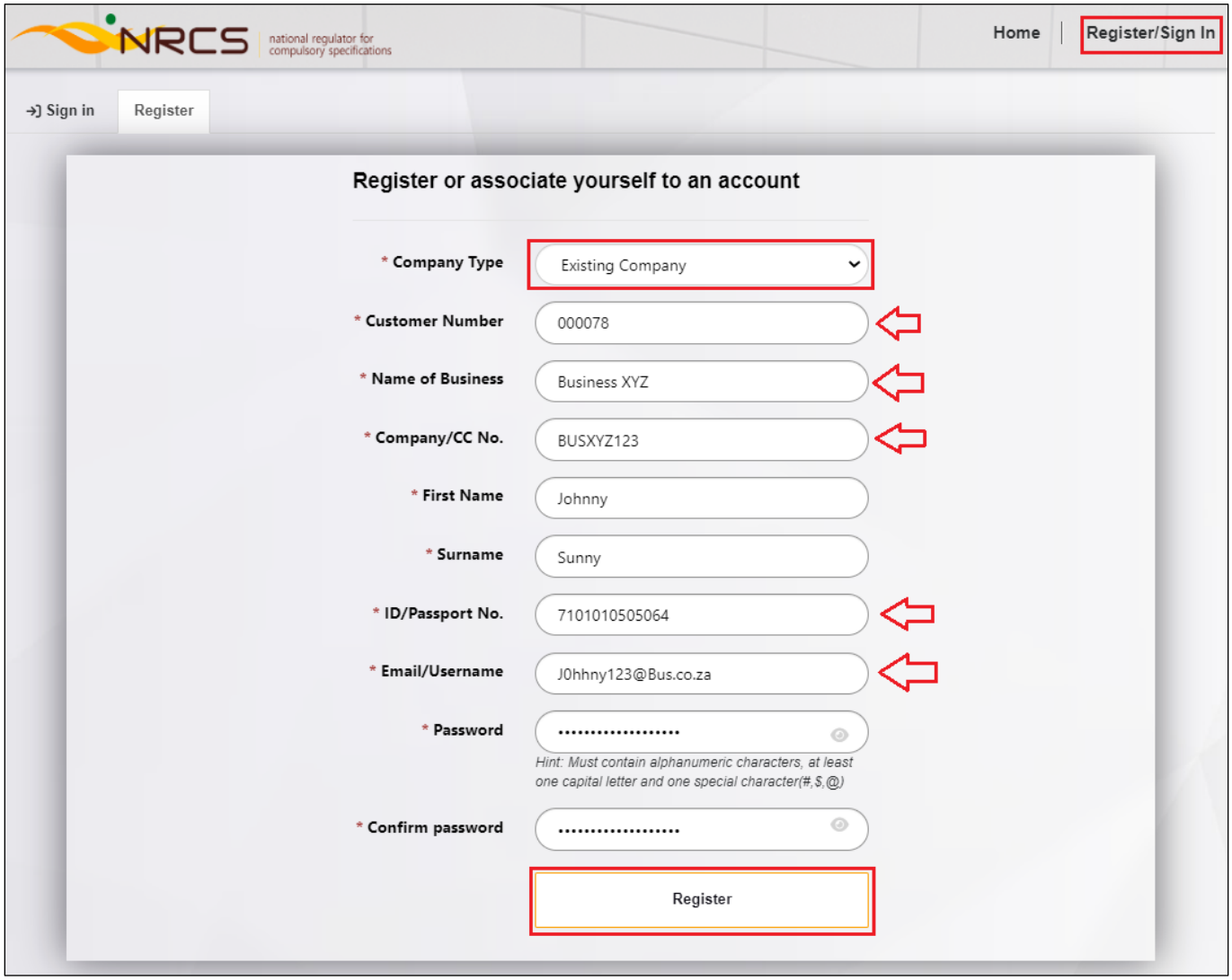
Click on Submit to finalize the registration.


NRCS
national regulator for compulsory specifications
Home
Account Information
Queries
Registration
Mike Mooney
Home > Registration
Add/Remove commodities
ADD COMMODITY
Business Unit
Commodity
Automotive
M1 – Passenger Cars (VC8022) 1 Item
PREVIOUS
SUBMIT
Step 4 of 4

3. Existing Company Registration: New Contact to Existing Account

3.1. Register

Navigate from Home Page > Register/Sign In > Register.
On Company Type > Select Existing Company
Capture **Customer Number, Name of Business, Company/CC No.,** First Name, Surname, **ID/Passport No., Email**, Password, Confirm Password
Click on Register



3.2. Personal Information

Refer to Personal Information.

3.3. Account History

Refer to Account History.

3.4. Business Units

The Existing Account's details will default.
Refer to Business Unit.

3.5. Add/Remove Commodities

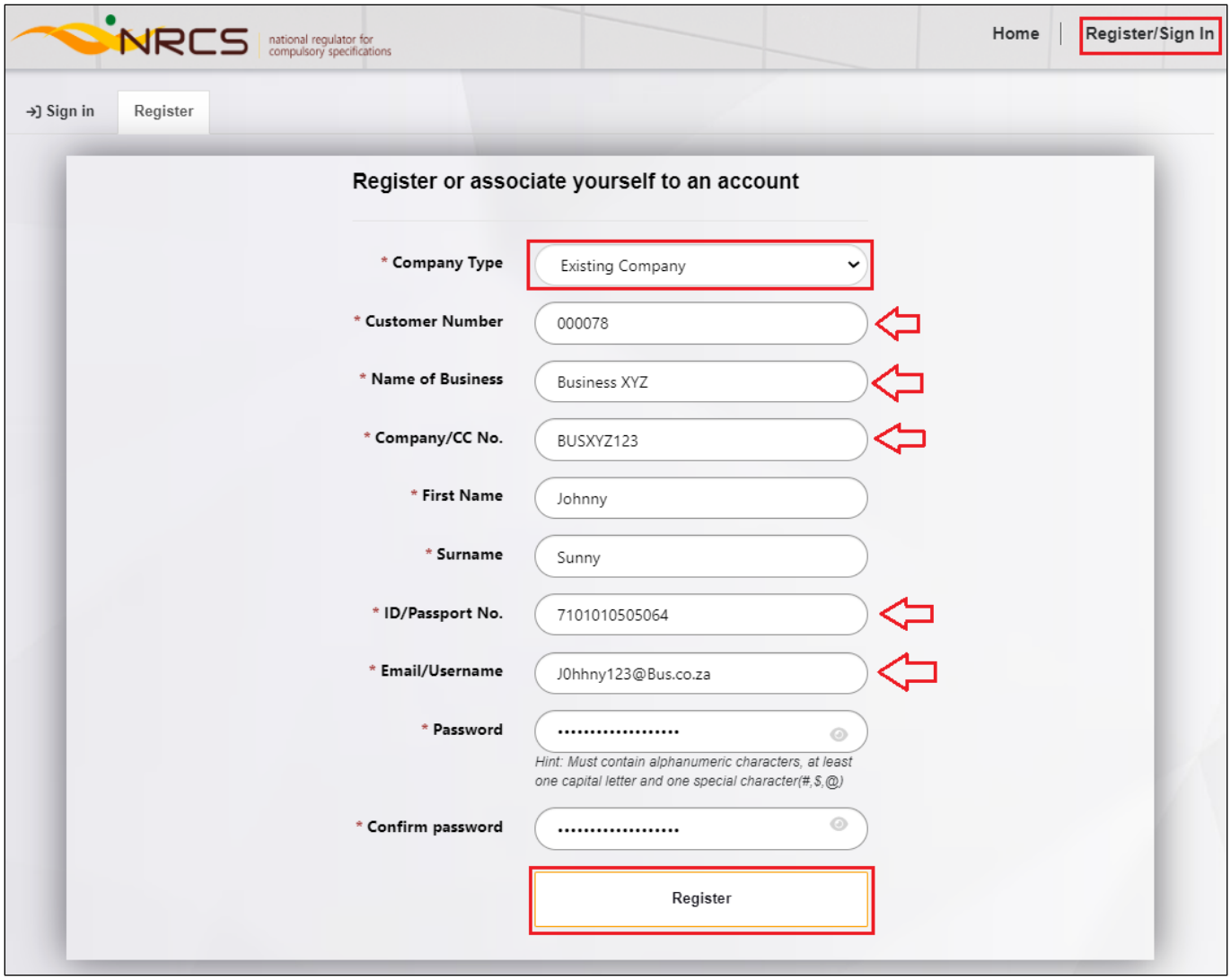
Refer to Add/Remove Commodities.

The Primary Contact on the Account will be set this new Contact after the Registration was Submitted.

4. Existing Company Registration: New Contact to New Account

4.1. Register

Navigate from Home Page > Register/Sign In > Register.
On Company Type > Select Existing Company
Capture **Customer Number, Name of Business, Company/CC No.,** First Name, Surname, **ID/Passport No., Email**, Password, Confirm Password
Click on Register



4.2. Personal Information

Refer to Personal Information.

4.3. Account History

Refer to Account History.

4.4. Business Units

The Existing Account's details will default.
Refer to Business Unit.

4.5. Add/Remove Commodities

Refer to Add/Remove Commodities.

5. Existing Company Registration: Existing Contact to Existing Account

5.1. Register

Navigate from Home Page > Register/Sign In > Register.
On Company Type > Select Existing Company
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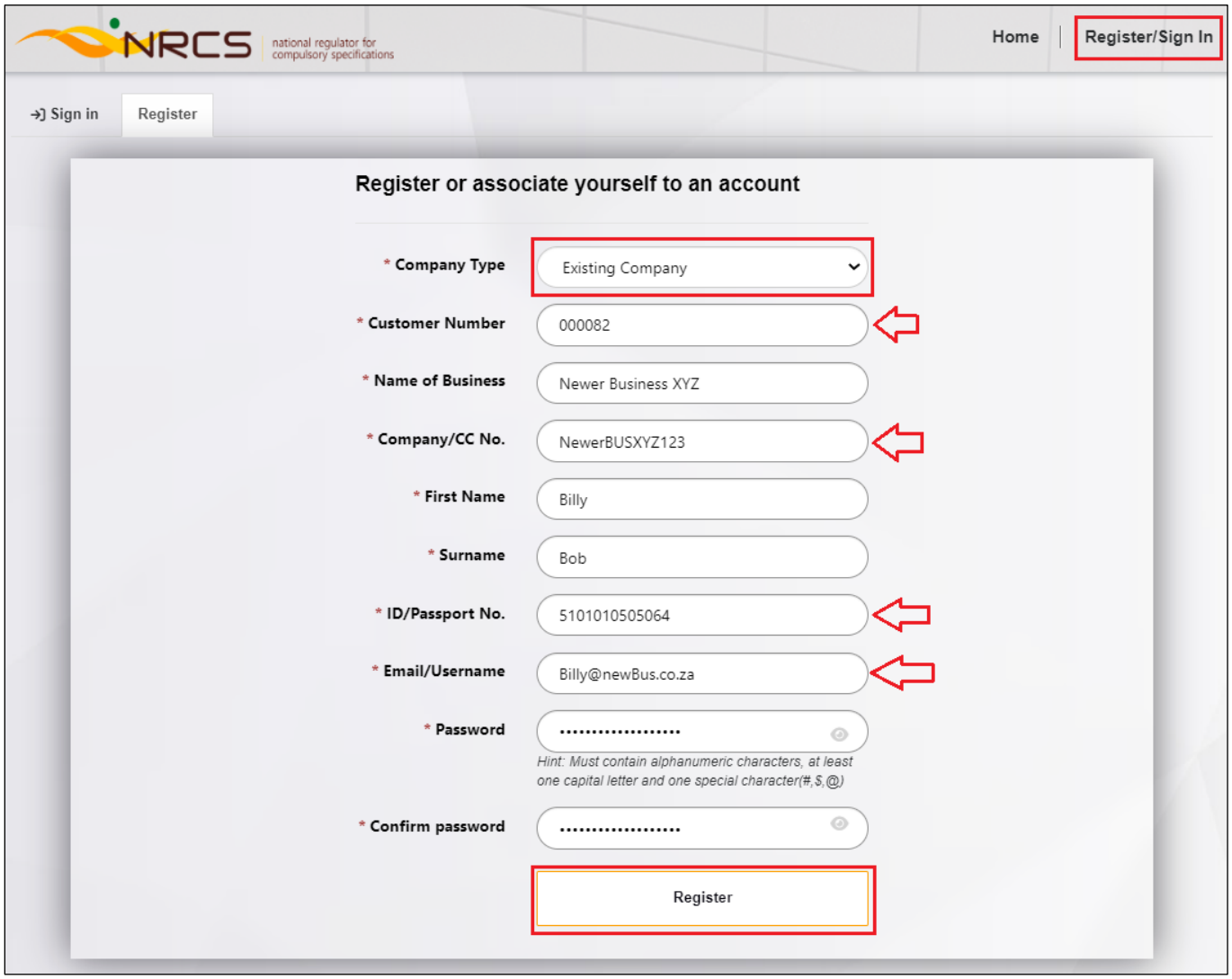
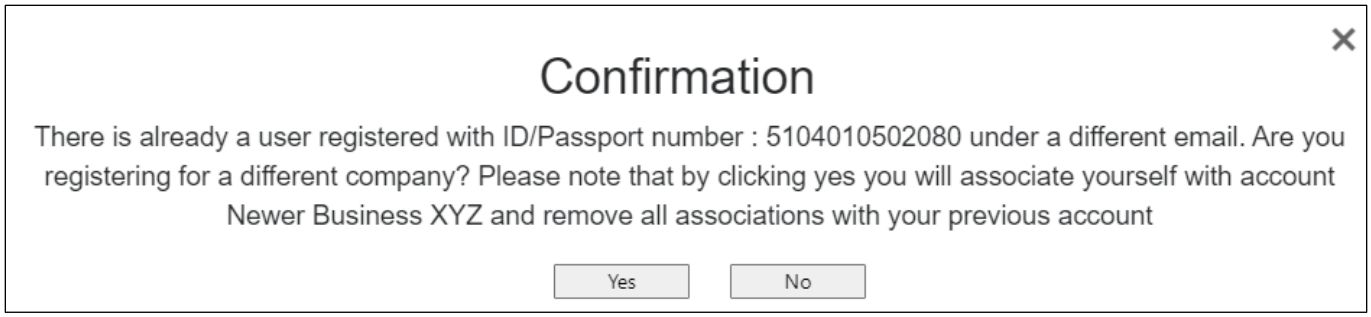
Click on Register



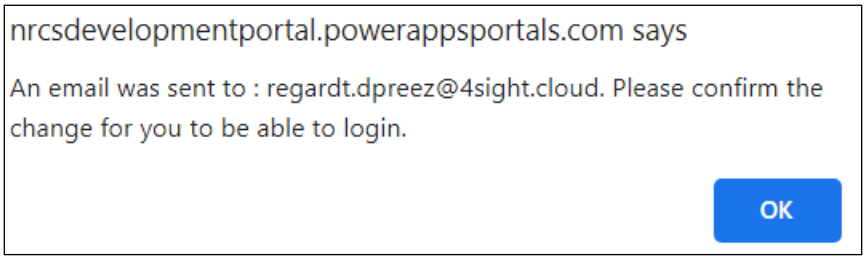
Upon Registering, the System will check if the ID Number already exist on the System.
If the **Email is new** and the **ID Number exist**, the System will give an on-screen notification to the user informing that there is already a user registered with that ID Number and that a different Email address was entered. The System will ask if the user is registering under a different Company & give two options for the user to pick from, Yes & No.

Click on Yes.



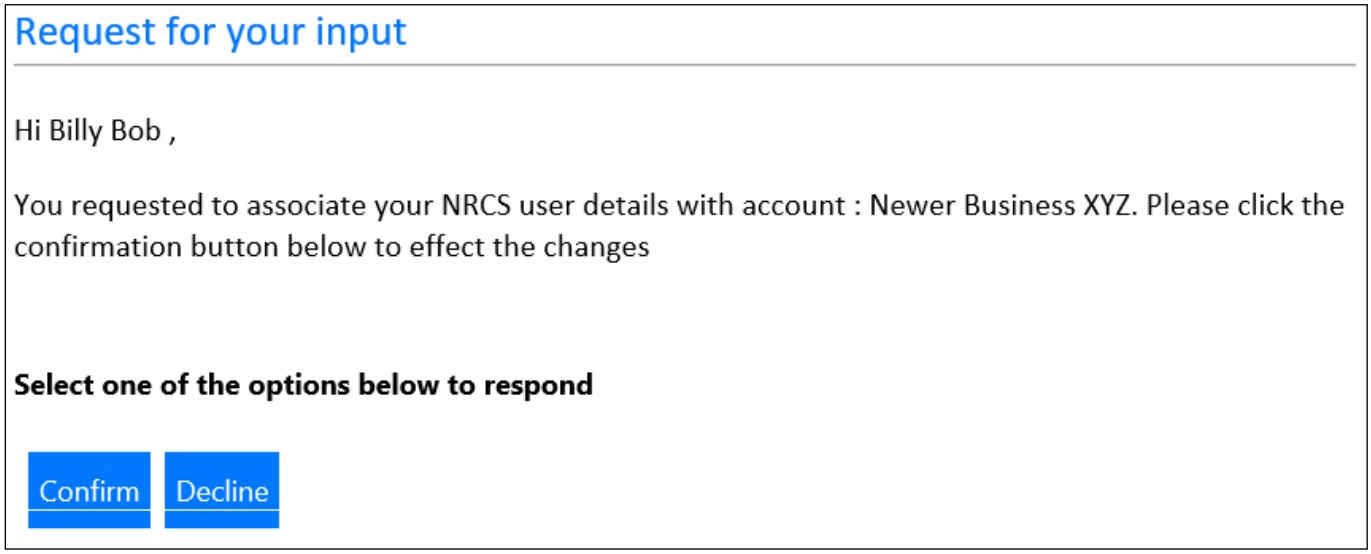
The system will inform the user that an Email was sent whereby the user must Confirm the Change.

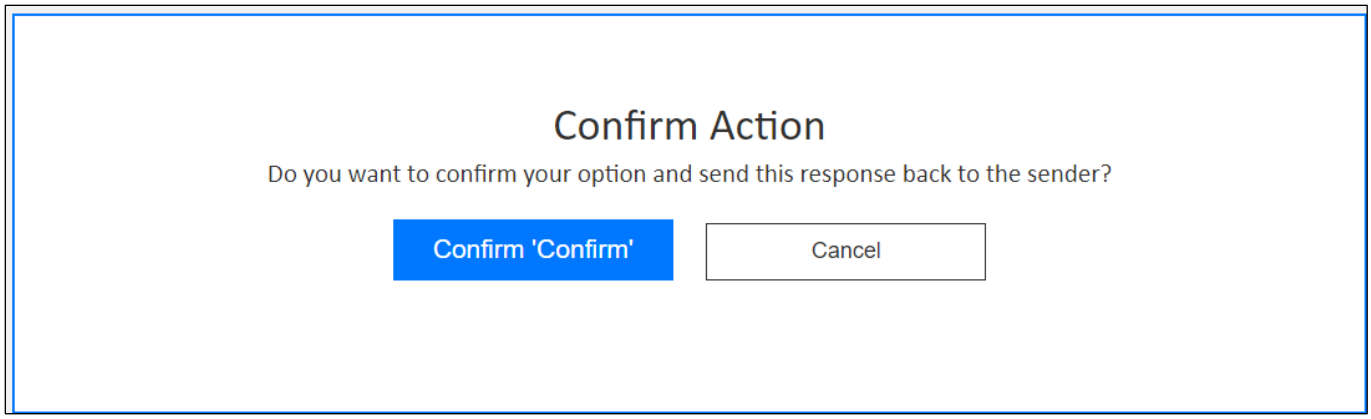
Click on OK.



The Email will ask the user to Confirm / Decline the association to the Company.

Click on Confirm.





Thank you! Your response 'Confirm' has been successfully registered.

After Confirming, the system will update the user's Email address and the Contact be associated with that Account (If the Customer Number or Company / CC No. does not exist then a New Account will be created or an Existing Account).

The user will need to Sign In with the new Email address entered via the Existing Company Registration above.

After the user Signed in, the user needs to go to Registration and complete the Account Information, Business Units & Commodities.