

The first step is to identify who within your organisation should be the Primary User. The primary user is that person responsible for registering your company and users on the website.

It is up to the company to assign this role, however, this person must have sight of all the information required to complete the application and the authority to accept the SAMED terms and conditions and sign the application on behalf of the member company.

We recommend that one person be assign this task to avoid any duplication.

How to register as an Associate Member on the SAMED website member portal

Moving with the times, member profiles will now be online to ensure that members can easily capture and update their company information for communication and invoicing purposes. Company profiles will have a dashboard where members can load and track their public sector figures and keep SAMED updated on new personnel or role/contact changes and other pertinent company information.

Please contact nicky@samed.org.za should you encounter any difficulties.

During the registration process, please ensure you select the correct membership type.

NOTE: This is the application process for an **associate member**.

Associate member application/registration

On the join page (<https://samed.org.za/join/>), you will find a join button. Click this to go to the registration portal.

Our strength and mandate come from our membership, and our foremost concern is to listen to our members and to represent their interests in a relevant and meaningful way, taking account of external factors and developments that impact on their business and health services more broadly.

The result is a **unified industry**, built through active consultation, respect for the collective voice of our members and an ability to represent their interests, while taking into account the interests of other industry and societal stakeholders.

Acceptance of application for membership will be at the discretion of the SAMED Exco members as provided for in SAMED's constitution.

[JOIN SAMED](#)

This will open the member login/registration dashboard. If you have already registered for an event, use those log in details in *Login* section to start the registration process.

All members will need to register a new account by completing the steps outlined below.

To start the registration process you will need to complete the basic information of the primary user.

Register a new account

Email / Username:

Password:

A strong password is required to move to the next step. The password must be at least 8 characters long and include a capital letter, a lower case letter, a special character ("!@#") and a number.

Name:

Lastname:

The password should be at least 12 characters long. To make it stronger, use upper and lower case letters, numbers and symbols like !@#\$%^&*()”

Once this information has been captured, it is important to complete each step of the process.

Selecting your membership type

The next step is to select your membership type. Please be careful when selecting your membership type as either Ordinary or Associate. This guide is for **Associate Membership**.

Dashboard

We need some more information

Select a membership type:

Please Select

Next

Select a membership type:

- Please Select
- Associate
- Association
- Ordinary

SAMED Terms and Conditions:

Before providing us with information, you must first read and accept our terms and conditions. The person completing the form will be accepting these terms and conditions on behalf of their company by clicking 'Next Step'.

Terms and conditions of use

SAMED membership application and privacy terms and conditions

I duly authorized and representative of my company hereby accept and agree to the following:

Acceptance of application for membership will be at the discretion of the SAMED Exco members as provided for in SAMED's constitution and in accordance with the membership criteria as determined by the SAMED board from time to time.

I have read the following and my company commits to comply with the following:

- The SAMED Constitution
- The Medical Device Code of Ethical Marketing and Business Practice (the Code), as amended from time to time. On joining SAMED you must appoint a Code Compliance Officer i.e. anyone duly authorised by the company, or appointed by the company in writing, to sign documents or give instructions on behalf of the company in terms of the Code.

The personal information provided in this application form is processed by SAMED as set out in its Privacy Policy. The policy is pending finalization and will be uploaded to the SAMED website in due course. The company information provided in this application form is vital for SAMED to facilitate a sustainable, ethical and transformed medical technology (medtech) industry and to support appropriate policy and decision-making by public and private bodies pertaining to the medtech sector.

In particular, SAMED requires the turnover information to determine membership fees and voting rights of members. It will be disclosed for this purpose to SAMED's accountants. Aggregated information of all members will be reported to the SAMED Board and Executive Committee for budget purposes and determination of the medtech market size by turnover, as well as to public bodies (such as the Competition Commission, the Department of Trade, Industry and Competition (DTIC), the National Department of Health (NDOH) and the South African Health Products Regulatory Authority (SAHPRA)) to indicate market size by turnover, if necessary.

All the other information provided on this application form will be processed for determination of eligibility for membership, administration of your membership, communication with you, invoicing, collection of outstanding invoices, Code certification, historical, statistical and research purposes and any other lawful purpose related to SAMED's business and achieving SAMED's objectives. Where we process your information based on legitimate interest grounds as provided for in the Protection of Personal Information Act (POPIA), you may object to the processing of that information on reasonable grounds as provided for in POPIA.

In addition, to disclosure to SAMED structures and staff, this information may be disclosed to public and private bodies such as, but not limited to, provincial and national government, SAHPRA, NDOH, DTIC, DSI, Business Unity SA (BUSAS), the World Health Organisation (WHO), universities, the African Union, the Industrial Development Corporation (IDC), the World Trade Organisation (WTO), as permitted by legislation and also for purposes related to procurement, including money owed to members by government departments, submissions on legislation, economic policy, research and development, transformation of the medtech sector and any other purpose related to the furthering of the interests of the medtech sector. The information will be de-identified, where possible, but may be provided in an identifiable format. No commercially-sensitive information of members or information in respect of which we owe a duty of confidence will be disclosed to any party without your explicit consent.

By clicking Next Step, you accept these terms and conditions. Should you wish not to continue or have questions, please contact info@samed.org.za

Agree

Step 1: Company billing information and essential contacts

This step will collect the information required for Billing as well as some compulsory contacts.

The screenshot shows a web form titled "Collecting Company Information Step 1" with a sidebar menu and a "Return to main site" link. The form is divided into several sections:

- Name of company/legal entity/individual/association:** Text input for "Your legal company name".
- Name as it may appear on the website:** Text input for "Your trading name".
- If your company previously traded under another name, please furnish that name:** Text input for "Only if applicable".
- Registration Number:** Text input with value "123456789".
- Vat Number:** Text input with value "987654321".
- Is your company a subsidiary company?:** A dropdown menu set to "Yes" and a text input for "If you answered yes to the left".
- Company/Switchboard Telephone number:** Text input with value "011000000".
- Company/Enquiries Email Address:** Text input with value "yourgeneral@email@yourcompanydomain.co.za".
- Primary Contact:**
 - Contact Name:** Text input for "Primary contact name and surname".
 - Contact Number:** Text input with value "0110000000".
 - Contact Email:** Text input with value "primarycontact@yourcompanydomain.co.za".
- Financial Contact:**
 - Contact Name:** Text input for "Responsible for paying invoice name and surname".
 - Contact Number:** Text input with value "0110000000".
 - Contact Email:** Text input with value "financeperson@theiremail.co.za".
- Compliance Contact:**
 - Contact Name:** Text input for "Company Compliance Officer name and surname".
 - Contact Number:** Text input with value "0110000000".
 - Contact Email:** Text input with value "complianceofficer@yourcompanydomain.co.za".
 - Contact ID Number:** Text input with value "000000 0000 000".
- Physical Address:** Text area for "Company primary (head office) physical address for billing".
- Postal Address:** Text area for "Company primary (head office) postal address for billing".
- Postal code:** Text input with value "0000".
- Website:** Text input with value "yourwebsite.co.za".
- Upload Logo:** A "Choose file" button and a "Browse" button.
- Is the company a Start Up:** A dropdown menu set to "No".

A "Next Step" button is located at the bottom of the form.

We use the requested contact information as our first port of call when communicating with our members. Principal Representatives will receive all formal communications. **The financial contact will be contacted with regards to the invoice and ensuring payment has been made.** The compliance contact is the person within your company responsible for championing and implementing the [SAMED Medical Device Code of Ethical Marketing and Business Practice](#) and is required to take the [online certification test and ensure all customer facing personnel also take the test](#). We require their ID number for communicating with the test service provider.

Primary Contact

Principle representative/key contact person for SAMED to send all SAMED and industry update. SAMED will contact this person first when seeking information from the company. Essential person to receive all SAMED communications

Financial Contact

Key contact who will receive invoices from SAMED and will be responsible for actioning payment. May be the Finance Manager, a clerk or accounting service provider

Compliance Contact

Person duly authorised by the company, or appointed by the company in writing, to sign documents or give instructions on behalf of the company in terms of the Medical Device Code of Ethical Marketing

Please provide us with your website domain (or other online profile) and your logo, this will appear on our member page. Stakeholders and other interested parties will then be able to access your company from our members' page.

Website

yourwebsite.co.za

Upload Logo

Choose file

Browse

Step 2: Adding additional company premises

In step 2, you will need to indicate if you operate from multiple premises.



If you do, you will be able to list the additional premises together with their physical addresses. You can add as many locations as is necessary by clicking the “Add Location” button for each location.

Location of premises

Enter ...

Physical Address

Add location

Step 3: Employee, quality management certification and B-BBEE information

As part of our efforts to have up-to-date data on our industry, we require basic employee information, quality management system certification and the B-BBEE status of your company.

If your company has no quality management certification, this section can be left blank.

For your B-BBEE level, you can select your level or indicate that you are exempt. Provision of a copy of your B-BBEE certificate is optional. Providing this assists SAMED in understanding the B-BBEE status of our sector and what transformation activities would benefit the membership. This information will only ever be viewed by the SAMED secretariat and/or data analytic service providers and only member aggregated statistics will be reported on.

Collecting Company Information Step 3

How many employees do you have under each of the following categories

Casual Workers

Contract workers

Permanent staff

Does your company have any certification

Please select

Upload certificate

Choose file

Browse

Does your company have any BEE certification

Please Select

Upload BEE certificate

Choose file

Browse

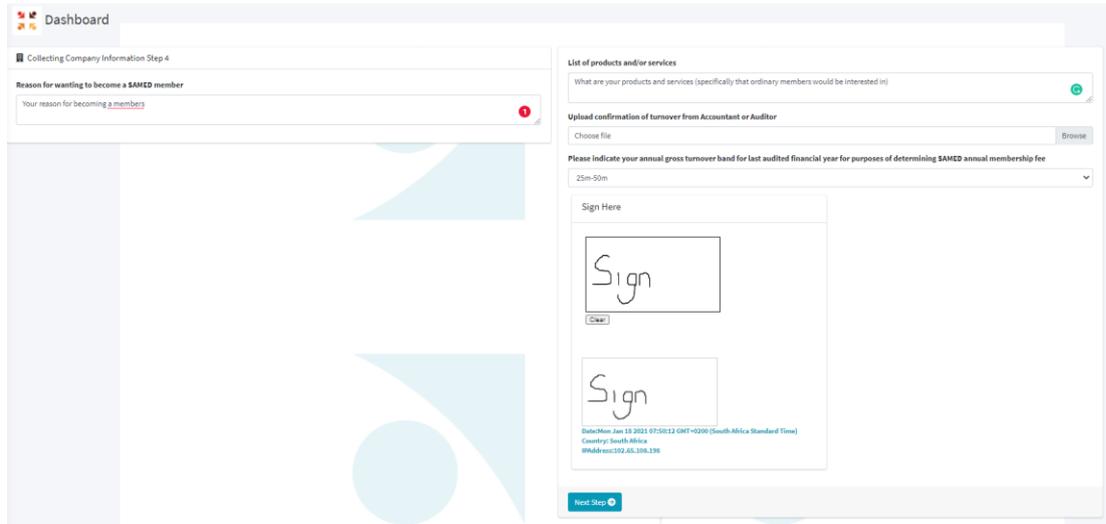
Comment

Add a comment, if you are not able to upload your BEE certificate

Next Step

Step 4: Service Offering

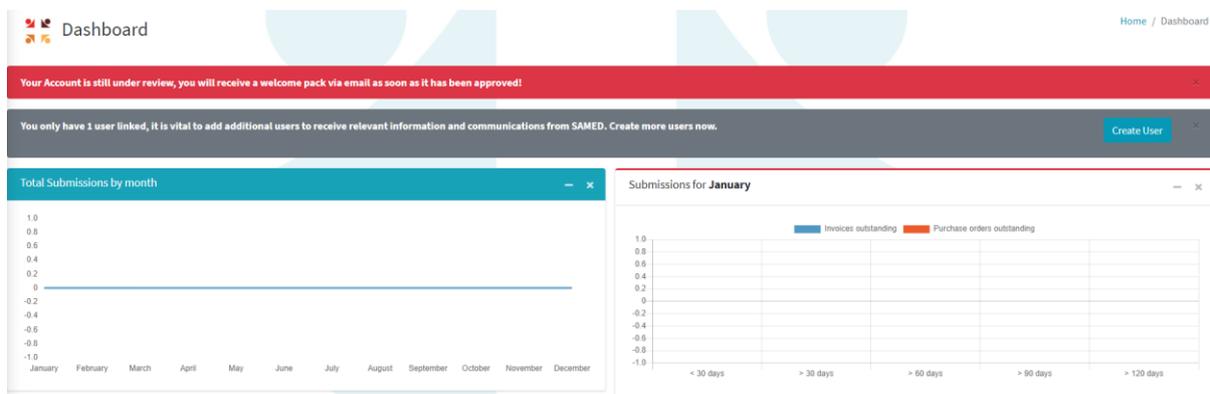
For us to inform you about networking and other opportunities, we will need to know why you joined SAMED and what your service/product offerings are that will be of value to the ordinary membership.



Finally, draw your signature with your mouse (or touch screen) in the box provided and click save.



Once Step 4 is complete, the registration will be sent to SAMED’s secretariat where we will review the information provided and approve the registration for invoicing.

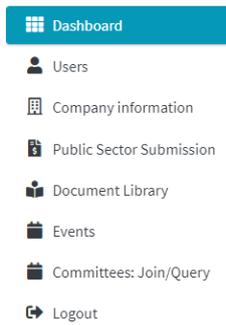


If there are any areas which we perceive as needing completion or if a document has not been uploaded, we will ask you to log onto your profile and use the Company Information tab to edit or add the information required.

Once approved, the company name, logo and web address will automatically appear on the members’ page: <https://samed.org.za/our-members/>

An invoice will be provided to the financial contact from the SAMED accountants. Once this has been paid, send the POP to nicky@samed.org.za, the SAMED team will then mark your account as complete and you will receive a welcome email with a copy of your application, your membership certificate and associated documentation.

You will be able to log into your membership portal using your username and password. Once logged in, the membership portal will display a full menu when you hover over it.



Company information can be viewed and managed using the company information tab. The person who completes this registration will be prompted twice annually to check and update your company information, however, they can edit the information at any time.

Please note: The primary user must ensure that the turnover band and relevant auditor/accountant confirmation letter are updated December of every other financial year for accurate invoicing. All company resignations must happen within the first week of December as subscription and subsequent invoicing will be automatically renewed on 1 January of the following year.

Adding Users

After completing step 4, you will be taken to your member dashboard and will be prompted to [add users](#) from your company. Adding users is essential for them to be linked to your company profile to receive information on SAMED events or signup for SAMED communications.

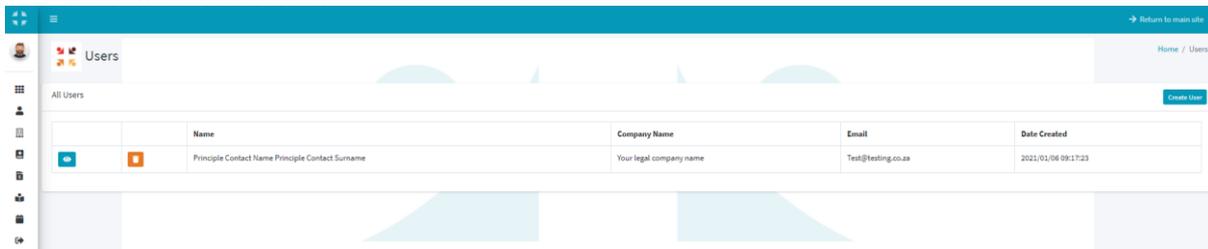
It is important to also add all users to the user tab. You can set passwords for them and then inform them what their username and password is via your internal communication channels (i.e. email, text, memo). Permissions for updating company information, submitting outstanding public sector figures and subscriptions to our communications can also be managed here.

We recommend that you provide us with contact information for the following key personnel:

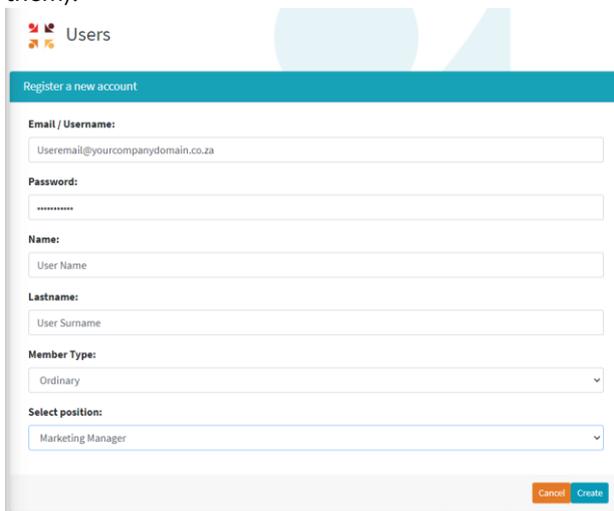
- **Principal Representative** to SAMED (Principal representative is the key contact person for SAMED to send all SAMED and industry update. SAMED will contact this person first when seeking information from the company. Essential person to receive all SAMED communications)
- **CEO** (Chief Executive Officer, the highest-ranking person in a company or other institution, ultimately responsible for taking managerial decisions)
- **AND/OR MD / GM** (Managing Director or General Manager in overall charge of the running of an organization or business)
- **Operations Manager** (In charge of the planning and execution of the routine functions and activities of an organization)
- **Financial Manager** (Organizes and manages an organization's or an individual's financial portfolio)
- **Marketing Manager** (Primarily tasked to manage the marketing resources and activities of the business)
- **Sales Manager(s)** (Leads the sales team by providing guidance, training and mentorship, setting sales quotas and goals, creating sales plans, analysing data, assigning sales territories and building their team)
- **HR Manager** (Responsible for staffing and deals with the hiring, administration, and training of staff)
- **B-BBEE Responsible Person** (Responsible for coordinating company's B-BBEE efforts and ensuring that the company is informed of changes in transformation legislature)

- **Tender Coordinator / Product/Quote enquiries** (Responsible for receiving and responding on quote, product and tender bid requests. SAMED will forward quote/ tender documents received to this person)
- **Compliance Officer** (Person duly authorised by the company, or appointed by the company in writing, to sign documents or give instructions on behalf of the company in terms of the Medical Device Code of Ethical Marketing and Business Practice).

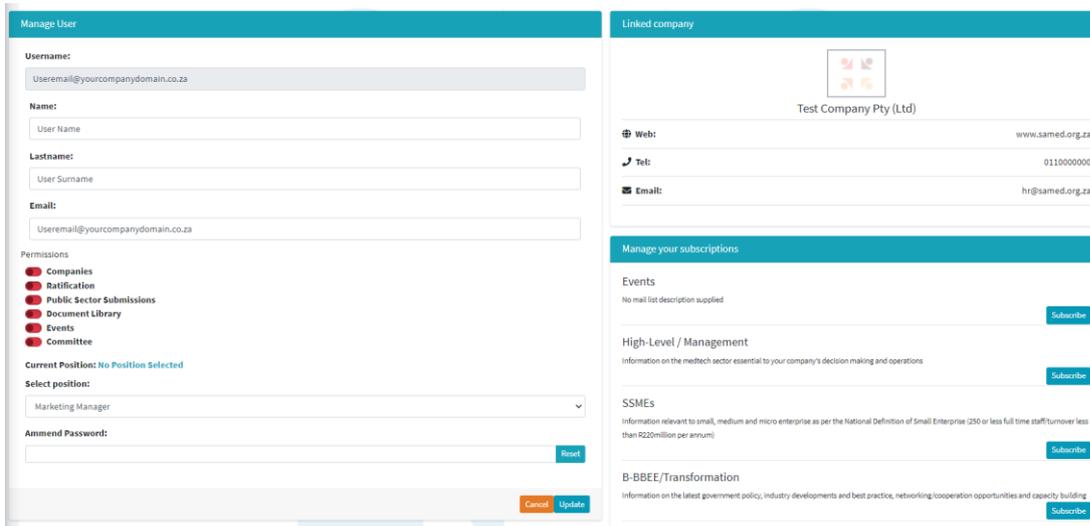
To add a new user click on the 'Create User' button.



Completed the basic information required for setting up the user (remember to save the password for them).



Once the contact is created you can set their access permissions and opt them into various communications.



We recommend that all contacts be given access to the library, events and committee tabs.

Permissions

- Companies
- Ratification
- Public Sector Submissions
- Document Library
- Events
- Committee

When subscribing them to the newsletter, you can indicate which of the areas are of interest to the specific contact (or they can manage this themselves once you provide them with their username and password).

If in future this employee leaves the company, changes roles or requires different permissions, you can go to the Users tab, find the user in the user list and click the dustbin to remove them or click the eye to amend their profile.

		User Name User Surname	Test Company Pty (Ltd)	Useremail@yourcompanydomain.co.za	2021/01/14 09:26:47
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