

Complete Supplier Registration

Supplier Portal – Quick Reference Sheet



Overview

This Quick Reference Sheet (QRS) provides an overview of the Registration of Supplier form and a step-by-step guide on how to complete the form. Registering to become a supplier is an expression of interest to conduct business with us. It's important you understand that registration does not guarantee you will be successful in obtaining work from or providing goods and services to us.

Things You Need to Know

- Before beginning, you should complete the questionnaire located in the [Registration Guide](#) to determine what documentation you will be required to provide.
- After completing the initial Supplier Information page, you will be able to SAVE your application and return to it later.
- Your saved application can only be retrieved for a period of **7 DAYS**. After this, the application will be deleted, and you will need to start again.
- Once submitted, you will not be able to retrieve your application.
- All fields marked with an asterisk * are compulsory.
- The services you provide, and any type of high-risk work performed, will determine the required documentation to be uploaded for HSE prequalification, and you will be assessed based on the information you supply in your application.

Features Covered

- Access Supplier Registration form
- Supplier Information
- Supply Categories
- Health Safety Environment
- Conditions of Registration
- Save and Retrieve Application

Access Supplier Registration form

If you have completed the questionnaire in the [Registration Guide](#) you can now complete the registration form.

1. Open the [Registration of Supplier](#) form.

There are four sections to be completed within the form.

- **Supplier Information** – company details, contact persons, directors/partners/trustees, and associated entities.
- **Supply Categories** – product and service categories, relevant documentation, and the region of WA in which you supply your products and services.
- **Health Safety Environment** – safety and environment management systems, high risk work activities and supporting documentation.

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- **Conditions of Registration** – read, understand, and agree to Water Corporation supplier terms and conditions.

Supplier Information

To complete your supplier information, you must first validate your ABN Number to ensure a record does not currently exist within our eProcurement system.

1. Enter your **Australian Business Number (ABN)**.
2. Select to **Tick to Validate ABN**.

Note: If your organisation does not have an ABN, please enter twelve zeros (000000000000).



You will not be able to continue your application until the ABN is validated.

Fields with an asterisk * are mandatory.

3. A confirmation message **ABN is valid** will display.
4. If an error message is received, follow the instructions on the screen.
e.g., For an invalid ABN, correct the number entered and **tick to validate**.

e.g., For an existing ABN, contact the Supplier Administrator by selecting the email link.

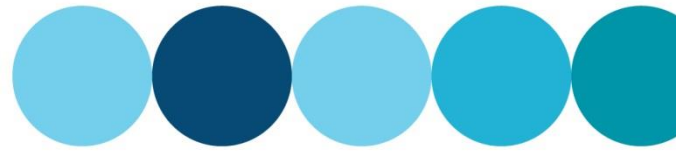
5. Complete the relevant supplier information.

- **Reason for Registration** - select ▼
- **Registered Entity Name** - text
- **Business Name** (trading name) - text
- **Entity Type** - select ▼
- **ACN** (if applicable) – nine digits numeric
- **Phone** – numeric
- **Email** – text

Note: If you register at the request of a Water Corporation representative, you will be required to enter their email address. **Note:** If you register because of a **Change of ABN**, you will be required to enter the old ABN.

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6. Aboriginal/Torres Strait owned? - select ▼

Note: If you are not registered with Supply Nation, ABDWA or ORIC you must select **NO**

If Yes, select **Add Attachment**

Aboriginal/Torres Strait Islander owned?: Yes ▼ (If YES, you must upload a copy of your Supply Nation or Aboriginal Business Directory WA certificate)

Attachment Name	File Name (View)	Delete
Add Attachment		
Supply Nation/ABDWA Certificate		Delete

7. Select **Choose File** and browse your computer for your Indigenous Certification.

Supplier Registration

Select attachment name: Supply Nation/ABDWA Certificate ▼

Choose File No file chosen

Attach

8. Select **Attach**.

Supplier Registration

Select attachment name: Supply Nation/ABDWA Certificate ▼

Choose File ABC Supply...ertificate.pdf

Attach

- **Annual Turnover** – select ▼
- **Company Size** – select ▼
- **Website** – text
- **Registered for GST** – select ▼

* Annual Turnover: \$1M - \$5M ▼

* Company Size: 6-14 Employees ▼

Website: www.abewaterworks.com.au

Registered for GST: Yes ▼

- **Country** – select □
- **Street Address** – text.
- **Suburb/Town** – text.
- **Postcode** – numeric.
- **State** – select □

Street Address

* Country: AU □

* Street Address: 629 NEWCASTLE STREET

* Suburb/Town: LEEDERVILLE

* Postcode: 6007

* State: WA □

- **PO Box Number** – numeric.
- **Suburb/Town** – text.
- **Post Code** – numeric.

Postal Address

PO Box Number: 100

Suburb/Town: LEEDERVILLE

Post Code: 6902

9. Select **Add** to enter Contact Person Information

Upon successful registration, the contact person/s will be sent login details to their email address.

Contact Person Information

Add

First Name	Last Name	Position	E-Mail Address	Telephone No.
JOHN	DOE	MANAGER	john@abc.com.au	0444 444 444
SARAH	JONES	ACCOUNTS	accounts@abc.com.au	08 9999 9999

Note: You can add multiple contact persons. All users must reflect a current employee name. Generic position titles are not allowed i.e., Accounts Receivable.

10. Select **Add** to enter individual Director/Partner/Trustee names (if applicable)

Note: You can add multiple entries.

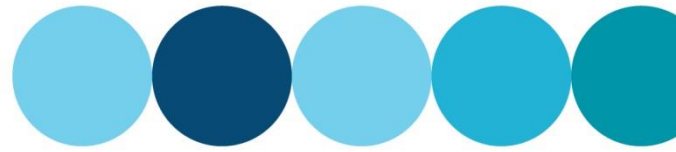
Directors/Partners/Trustees (if applicable)

Add

First Name	Last Name	Position	E-Mail Address	Telephone No.
JOHN	DOE	DIRECTOR	john@abc.com.au	0444 444 444
ANITA	DOE	COMPANY SECRETARY	anita@abc.com.au	08 8888 8888

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11. Select **Add** to enter Associated Entities (if applicable)

Note: You can add multiple entities.

If the entity does not have an ABN, please enter twelve zeros (000000000000)

Associated Entities (if applicable)		
Entity Name	Relationship (Parent, Subsidiary, Trust)	ABN
ABC INTERNATIONAL	PARENT COMPANY	98765432100



At this point you will be able to **SAVE** your application and retrieve it later if necessary.

Registration of Supplier

Save Submit Retrieve

Supplier Information Supply Categories Health Safety Environment Conditions of Registration

For further information, see the Save and Retrieve section of this document.

Supply Categories

Select all applicable products and services your business offers, upload any relevant supporting documentation, and confirm the regions in Western Australia in which you operate.

1. Select the **Supply Categories** tab.
2. Browse for the relevant Product and/or Service Categories by selecting **Select to Add** under each heading
3. Select next to each service you perform or product you supply. Tick all the relevant categories that apply to your business.

Note: You can display a description of each category by clicking on the arrow to the left of the category name.

4. Select **OK**

Registration of Supplier

Save Submit Retrieve

Supplier Information **Supply Categories** Health Safety Environment Conditions of Registration

Please select the products and/or services you provide
(There may be a requirement for you to upload supporting documentation in the table below based on your selections)

Product Categories	Service Categories
Select to Add	Select to Add
Category Description	Category Description
The table does not contain any data	The table does not contain any data

Supplier Registration

Select Category

Category	Indicator
▶ Electric Wire, Power and Distribution Equipment	<input checked="" type="checkbox"/>
▼ Electrical and Electronic Components Electrical Hardware, Resistors, Capacitors, Fuses, Circuit Breakers, Switches, Terminals, Relays & Solenoids, Transformers, Microcircuits & Modules, Electrodes, Optoelectronic, Waveguide, Cable, Wire Assemblies, Electrical & Electronic Assemblies	<input checked="" type="checkbox"/>
▶ Engine Accessories	<input type="checkbox"/>
▶ Engines, Turbines, and Components	<input type="checkbox"/>

Scroll

OK

Selections chosen will be displayed in the Category tables

Product Categories	Service Categories
Select to Add	Select to Add
Category Description	Category Description
<ul style="list-style-type: none"> Electric Wire, Power and Distribution Equipment Electrical and Electronic Components Fibre Optics Materials, Components, Assemblies, and Accessories Lighting Fixtures and Lamps 	<ul style="list-style-type: none"> Electrical Services

Based on the Categories selected, you are required to provide the documents listed in the **Attach Document** section.

5. Select **Add Attachment**.

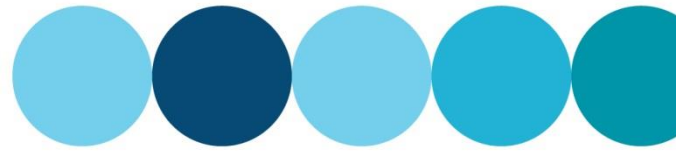
Attach Document

Add Attachment

Document Name	Expiry Date	Template URL	View	Delete
COMPANY_PROFILE		Template		Delete
ELECTRICAL_CONTRACTOR_LICENCE				Delete

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6. Select the **attachment name** from the drop-down menu.

7. Select **Choose File** and browse your computer for your document.

8. Select **Attach**.

The document is now displayed in the table.

9. Add an **expiry date** if applicable (i.e., Company licence expiry date)

Document Name	Expiry Date	Template URL	View	Delete
COMPANY_PROFILE		Template	ABC Company Profile.docx	Delete
ELECTRICAL_CONTRACTOR_LICENCE	30.09.2024		ABC Company Licence.pdf	Delete

Repeat these steps until all the required documents are loaded.

Note: A template is available for the Company Profile if required.

10. Select the **region/s of WA** where you provide Services.

Please select the geographical region/s where you supply Services: (tick all applicable regions) [Map of WA](#)

ALL OF WESTERN AUSTRALIA
 GOLDFIELDS AGRICULTURAL
 MID WEST
 COCOS (KEELING) ISLANDS
 GREAT SOUTHERN
 NORTH WEST
 PERTH
 SOUTH WEST

Click to view map

Note: You can display a map of WA to view the regional boundaries we use.

Health Safety Environment

Tell us about your Safety and Environmental Management Systems, select all applicable Safety Essentials that apply to the work you perform, and upload any relevant supporting documentation.

1. Select **Health Safety Environment** tab.
2. Answer the three questions regarding your **Safety and Environmental Management Systems** by selecting Yes or No

Registration of Supplier

Save Submit Retrieve

Supplier Information Supply Categories **Health Safety Environment** Conditions of Registration

Safety and Environmental Management Systems
(There may be a requirement for you to upload supporting documentation in the table below based on your selections)

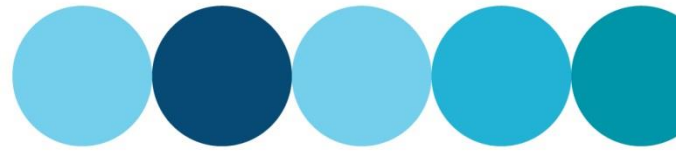
Is your company's safety management system certified to ISO 45001, AS/NZS 4801 or OHSAS 18001?: Yes

Is your company's environmental management system certified to ISO 14001?: Yes

Do you engage subcontractors?: No

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3. Select each of the **Safety Essentials** that apply to the services you provide.

Remember to scroll to view ALL safety essentials.

Note: You can display a description of each safety essential by clicking on the arrow to the left of the category name.

Based on your Management Systems and the Safety Essentials selected, you are required to provide the documents listed in the **Document** section.

Attachment Name	Expiry Date	Template URL	View	Delete
HEALTH_SAFETY_ENVIRONMENT_MANAGEMENT_PLAN				Delete
HSE_QUESTIONNAIRE		Template		Delete

4. Select **Add Attachment**.

Note: Download the HSE Questionnaire **Template**, complete the form and save it to your computer to upload as an attachment.

Attachment Name	Expiry Date	Template URL	View	Delete
HEALTH_SAFETY_ENVIRONMENT_MANAGEMENT_PLAN				Delete
HSE_QUESTIONNAIRE		Template		Delete

5. Select the **attachment name** from the drop-down menu.

6. Select **Choose File** and browse your computer for your document.

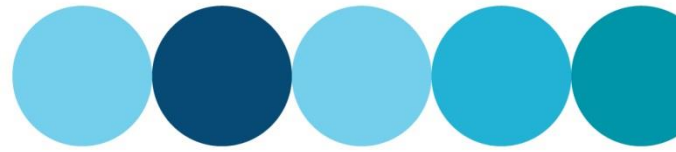
7. Select **Attach**.

The document is now displayed in the table. **Repeat these steps until all the required documents are loaded.**

Attachment Name	Expiry Date	Template URL	View	Delete
HEALTH_SAFETY_ENVIRONMENT_MANAGEMENT_PLAN		Template	ABC HSE Management Plan.pdf	Delete
HSE_QUESTIONNAIRE		Template	ABC HSE Questionnaire.docx	Delete

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Conditions of Registration

1. Select **Conditions of Registration** tab
2. View our policies, terms, and conditions via the available links.

Registration of Supplier

Save Submit Retrieve

Supplier Information Supply Categories Health Safety Environment **Conditions of Registration**

I have read, understood and agree to the [Privacy Policy*](#)

I have read, understood and agree to the [Electronic Business Conditions of Use *](#)

I have read, understood and agree to the [Terms and Conditions *](#)

I have read, understood and agree to the eProcurement [Purchase Order Terms and Conditions *](#)

(These may not be applicable where a separate agreement is in place, or will be negotiated with Water Corporation, in which case this separate agreement will be attached to any purchase order issued to you)

I confirm I have selected all Services performed and/or Products supplied.

I confirm all the information provided is true and correct at the time of completing this application. I understand registration does not guarantee I will be successful in obtaining work from, or providing products to Water Corporation

Name of Person completing this registration:

3. Select to agree to each of the listed statements.

Supplier Information Supply Categories Health Safety Environment **Conditions of Registration**

I have read, understood and agree to the [Privacy Policy*](#)

I have read, understood and agree to the [Electronic Business Conditions of Use *](#)

I have read, understood and agree to the [Terms and Conditions *](#)

I have read, understood and agree to the eProcurement [Purchase Order Terms and Conditions *](#)

(These may not be applicable where a separate agreement is in place, or will be negotiated with Water Corporation, in which case this separate agreement will be attached to any purchase order issued to you)

I confirm I have selected all Services performed and/or Products supplied.

I confirm all the information provided is true and correct at the time of completing this application. I understand registration does not guarantee I will be successful in obtaining work from, or providing products to Water Corporation

Name of Person completing this registration:

4. Enter **your individual name** in the text field provided.

5. Select **Submit**.

Registration of Supplier

Save **Submit** Retrieve

Supplier Information Supply Categories Health Safety Environment **Conditions of Registration**

The **Success** window appears advising that your application was created successfully.

6. Select **OK**.

Success

Supplier 0000007374 is created successfully.
Window will be closed now.

OK



Your submission will be reviewed, and you will receive an email confirmation if your application is successful.

This process can take up to two weeks. You will be notified if further information is required, which may also extend the time taken for assessment.

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Save and Retrieve Application

After completing the initial Supplier Information tab, you will be able to **SAVE** your application and return to it later. Your saved application can only be retrieved for a period of **7 DAYS**. After this, the application will be deleted, and you will need to start again.

Save Application

1. Select **Save** at the top of the page to save your application.

2. Confirm the action by selecting **Yes**.

If you don't wish to save your changes, select 'No' or 'Cancel'.

3. Once saved, confirmation will be displayed at the top of the registration form.

Registration of Supplier

Save Submit Retrieve

Supplier Information Supply Categories Health Safety Environment Conditions of Registration

Confirm

Any previously saved form will be overwritten.
Are you sure you want to save this form?

Yes No Cancel

Form Saved

Registration of Supplier

Save Submit Retrieve

Supplier Information Supply Categories

Retrieve Application

1. Open the [Registration of Supplier](#) form.
2. Select **Retrieve**.
3. Enter your **ABN** (Australian Business Number)
4. Enter the business **email address**.

Note: The information must match the details previously entered on your saved form

5. Select **OK**

Your saved application form is displayed.

Registration of Supplier

Save Submit Retrieve

Supplier Information Supply Categories Health Safety Environment Conditions of Registration

Supplier Registration

ABN: 12345678900

Email Address: sales@abc.com.au

OK