

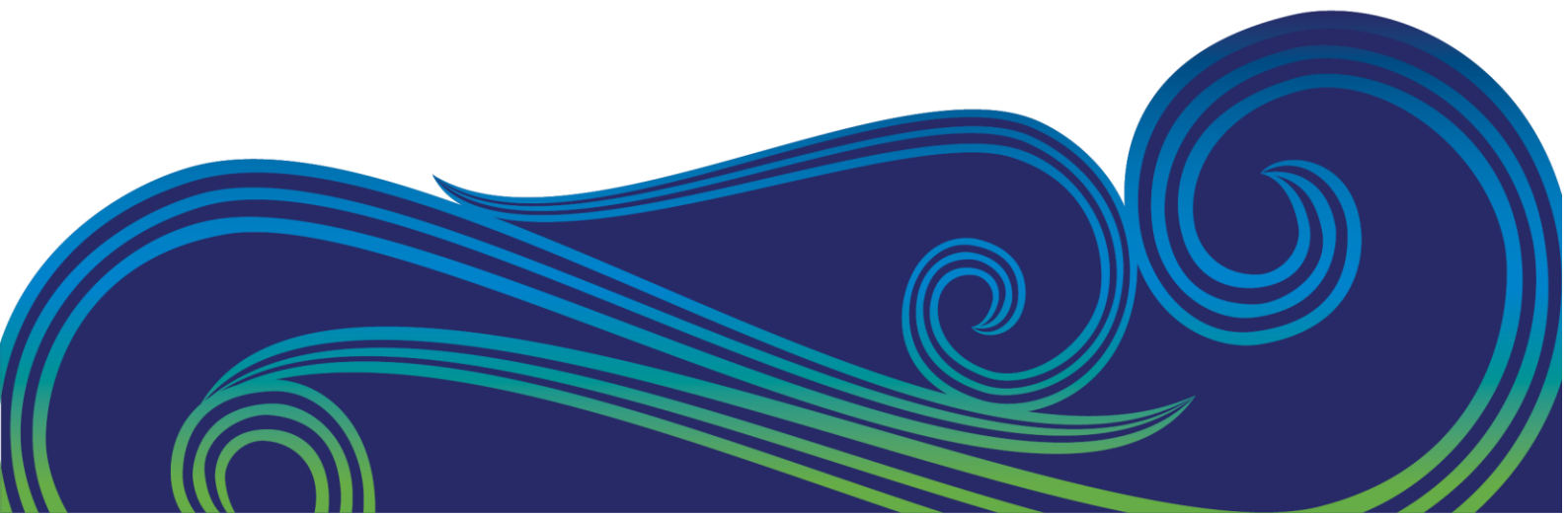


**MINISTRY OF SOCIAL
DEVELOPMENT**
TE MANATŪ WHAKAHIATO ORA

Prospective Supplier Registration

User Guide for Suppliers

1 May 2024





Contents

- About this guide 3
 - Overview 3
 - Icons used in this guide..... 3
- Prospective supplier registration 4
- Step 1: Company Details..... 4
- Step 2: Contacts 5
- Step 3: Addresses 7
- Step 4: Products and Services..... 8
- Step 5: Questionnaires..... 9
- Step 6: Review 11
- What’s next?..... 12



About this guide

Overview

Welcome to the user guide for registering as a prospective supplier with the Ministry of Social Development (the Ministry). This guide will provide you with the necessary steps to follow if you are not yet registered as a supplier and wish to submit bids for contract opportunities.

To begin the registration process, please follow the steps outlined below. Once your registration has been approved, you will gain access to contract opportunities.

Icons used in this guide

The user guide for registering as a prospective supplier with the Ministry utilises the following icons:



Further information

References to additional sources of information for further details.



Tip

Provides a helpful piece of information or suggestion.



Important point

Highlights important information or areas that require caution.



Section Completed

Indicates section is complete

Prospective supplier registration

To begin the supplier registration process with us, please follow the steps outlined below:

1. The [Supplier Registration URL Link](#)
2. When you **click** on the provided URL link the supplier registration landing page will appear, allowing you to proceed with the registration process.
3. **Complete Steps 1 - 6:** It is mandatory to complete all steps of the registration process. Once a step is completed, it will be marked with a tick symbol.
4. If you encounter any difficulties or have any questions during the registration process, please do not hesitate to contact NAC_Suppliers@msd.govt.nz for assistance.

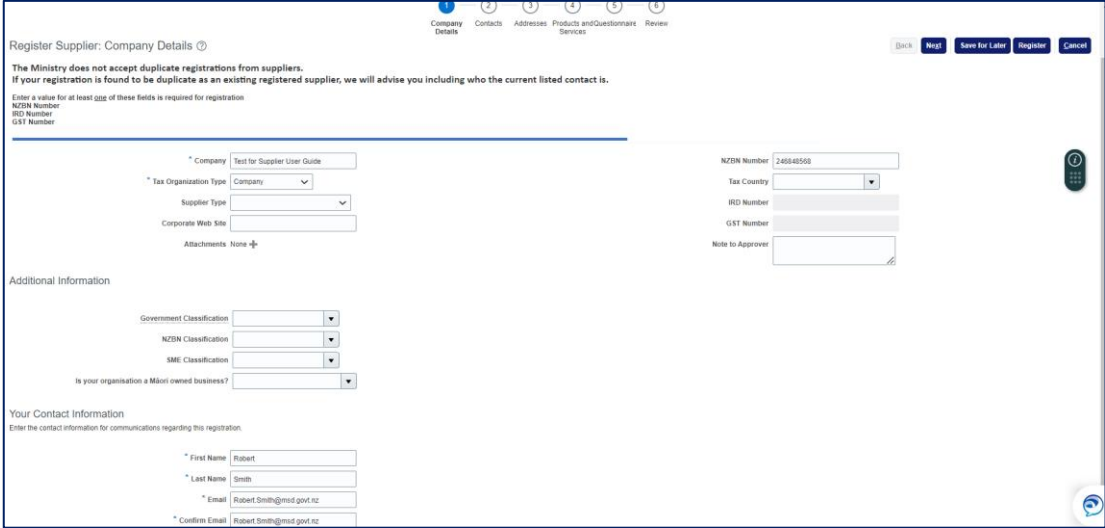


If needed, you can save your progress by clicking on the "**Save for Later**" option. This will allow you to exit the registration process and return to it at a later time.


Save for Later

Step 1: Company Details

Follow the instructions below to complete Step 1 of the supplier registration process.



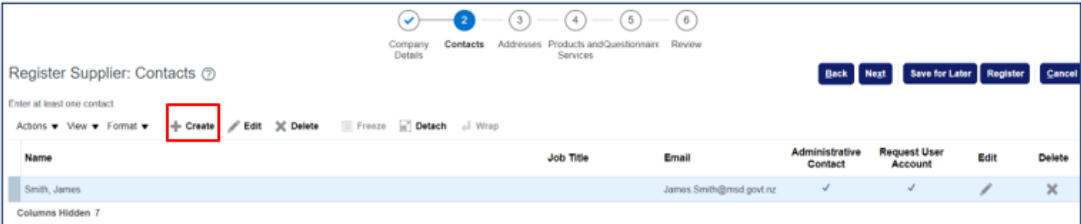
Step	Action
1.	<p>Provide the necessary details of your Company in the designated fields. Please note that any field marked with an asterisk (*) is mandatory and must be completed.</p> 
2.	<p>Once you have filled in the required information, verify that all mandatory fields have been properly filled.</p>



	<ul style="list-style-type: none"> • Your Company Name: Make sure that your company name matches the name that will appear on any potential invoices issued to the Ministry. • NZBN/GST/IRD Number: Enter either a New Zealand Business Number (NZBN), Goods and Services Tax (GST) Number, and/or Inland Revenue Department (IRD) Number. It is essential to provide at least one of these identification numbers as the system will not allow you to proceed without it.
	<p>Click on the Next button to proceed to the next step of the registration process.</p>

Step 2: Contacts

Follow the instructions below to complete Step 2 of the supplier registration process:

Step	Action
	<p>The contact details you entered in Step 1 will be automatically populated on this screen.</p>
<p>1.</p>	<p>To add additional contacts, you have two options:</p> <ul style="list-style-type: none"> • Option 1: Click on the  [Create] icon. • Option 2: Click on Actions and select Create. 
<p>2.</p>	<p>Complete the following fields for each contact, Please note that fields marked with an asterisk (*) is mandatory and must be completed.</p> <ul style="list-style-type: none"> • Salutation (if required) • First Name* • Middle Name (if required) • Last Name* • Job Title (if required) • Phone (if required) • Mobile (if required) • Email*



- 3. Tick the **Administrative Contact** box if you want to receive notifications about the registration review outcome.
- 4. Tick the **Request user account** box if you want access to the Supplier Portal and select the role(s) required
- 5. To **add** specific roles for each user:
 - Click on **Actions** then **Select and Add**.
 - Select the desired role(s) and click **Apply**.
 - Click **OK** once finished.

Select and Add: Roles

Search

Role Description

Search Reset

View Format Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Pri...
Supplier Bidder	Sales representative from a potential supplier responsible for re...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipmen...
Supplier Sales Representative	Manages agreements and deliverables for the supplier compan...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Prim...

Rows Selected 1

Apply OK Cancel



- To **remove** specific roles for each user:
- Click on the role you want to delete, then click **[Remove]**.



At any time, you can edit the role access of each user by clicking the pencil [Edit] icon.

Register Supplier: Contacts

Enter at least one contact.

Actions View Format Create Edit Delete Freeze Detach Wrap


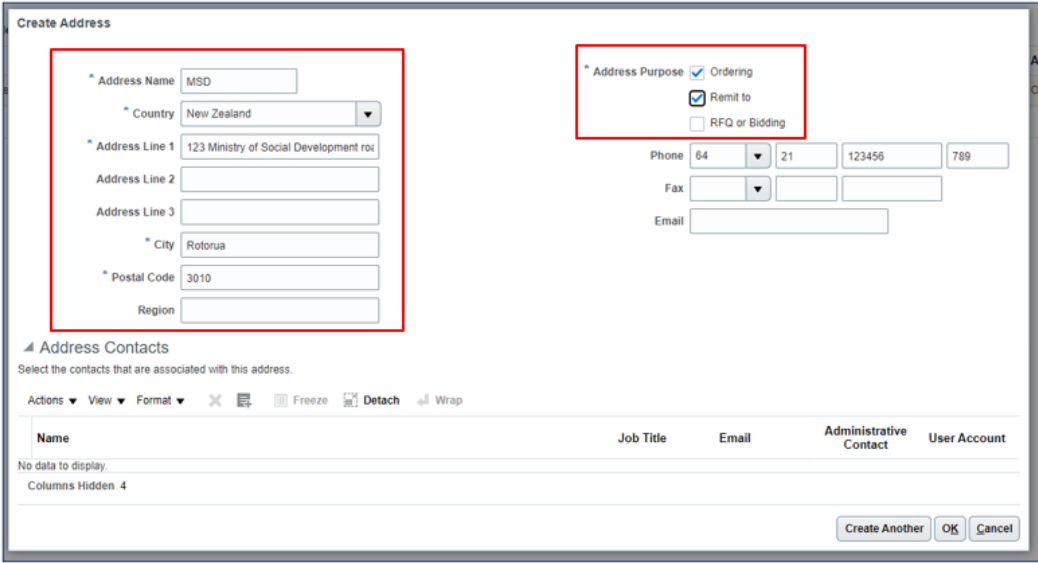

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Smith, James		James.Smith@msd.govt.nz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		



Click on the **Next** button to proceed to the next step of the registration process.

Step 3: Addresses

Follow the instructions below to complete Step 3 of the supplier registration process.

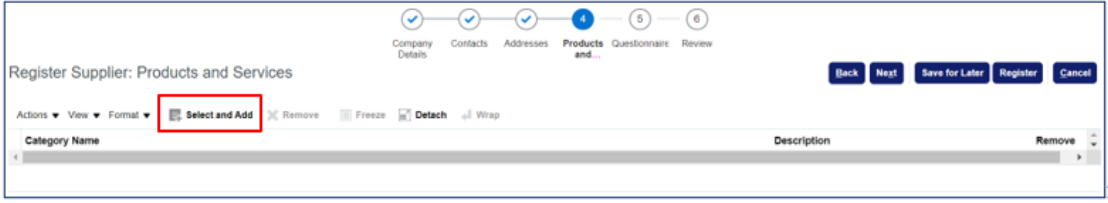
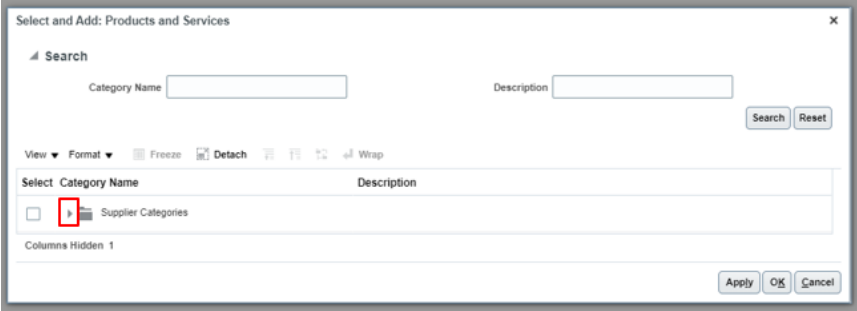
Step	Action
1.	Add your address details by clicking the  [create] icon.
2.	<p>Complete the following address fields, make sure to provide accurate and complete address information.</p> <ul style="list-style-type: none"> • Address Name <ul style="list-style-type: none"> ○ Use this field to identify different sites, such as "Head Office" or branch names. If you have multiple sites, set up separate addresses and ensure the contact details are correct for each site. • Country • Address Line • City • Postal Code • Region
3.	<p>Select all the options in the appropriate Address Purpose field.</p> 
	<p>Address Purpose is important as it determines where your remittance, purchase orders, and/or tender opportunities will be sent. If you have different email addresses for remittance, purchase orders, and/or tender bidding, you will need to set up multiple addresses.</p>
4.	Select the Address Contact for each address by clicking Actions then Select and Add .

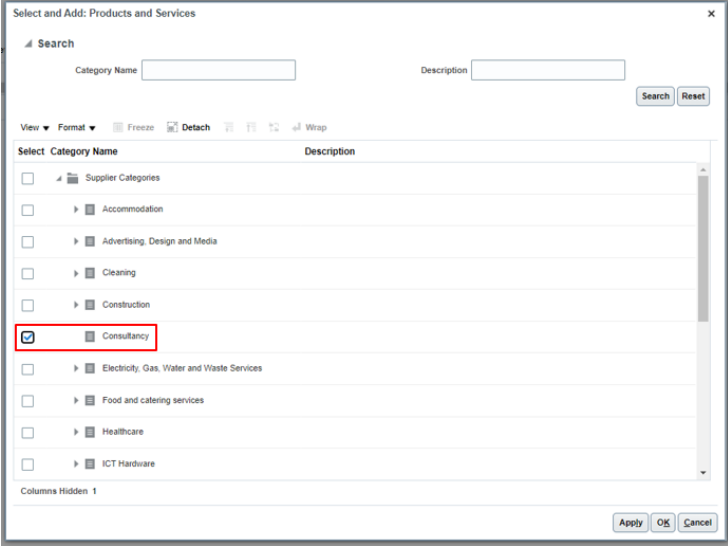



Click on the **Next** button to proceed to the next step of the registration process.

Step 4: Products and Services

Follow the instructions below to complete Step 4 of the supplier registration process.

Step	Action
1.	Navigate to the Products and Services tab.
2.	Click Select and Add . 
3.	Expand the goods and services by clicking the [expand] icon (represented by a sideways arrow) next to Supplier Categories . 
4.	Select the relevant categories that represent the products or services your company offers.

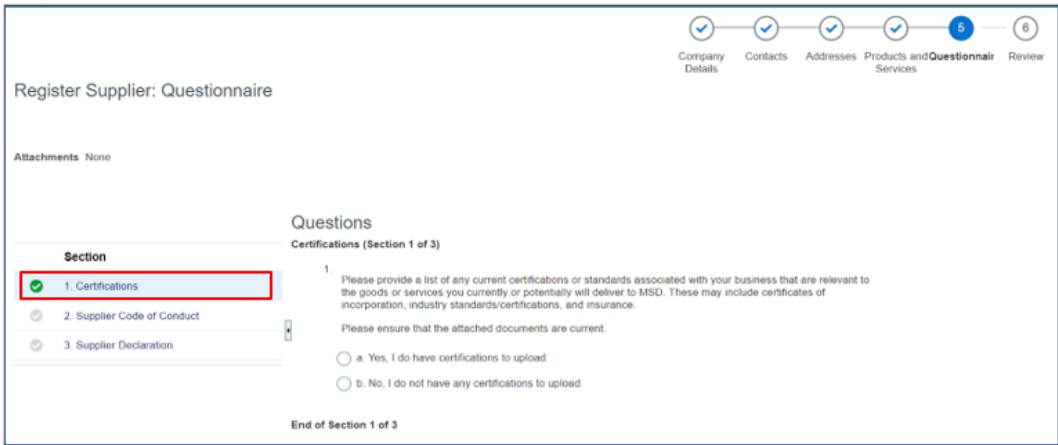
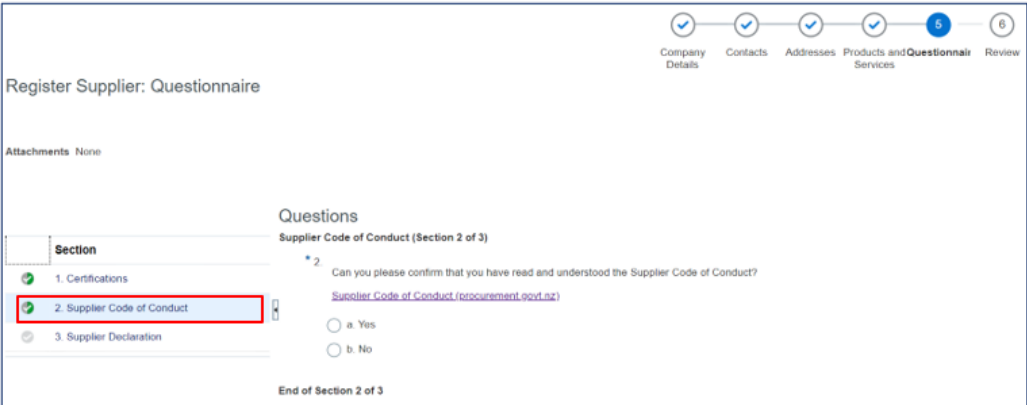
	
5.	Click OK to confirm your selection.
	Click on the Next button to proceed to the next step of the registration process.

Step 5: Questionnaires

Follow the instructions below to complete Step 5 of the supplier registration process.

Step	Action
1.	Navigate to Section 1 Certificates <ul style="list-style-type: none"> List any current certifications or standards associated with your business, such as a Certificate of Incorporation, industry standards/certifications, or insurance. Ensure that all the information submitted is current and up to date. If selected 'Yes', you can click the + [Add] icon to upload the certifications and other affiliated documents.



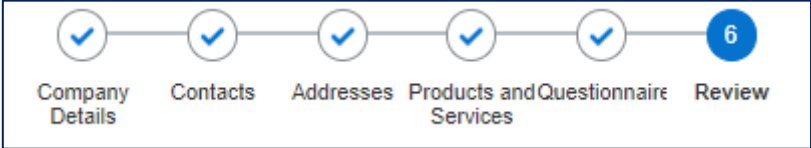


	
2.	<p>2. Navigate to Section 2 Supplier Code of Conduct</p> <ul style="list-style-type: none">• Read and carefully review the Supplier Code of Conduct.• Confirm that you have read and understood the Supplier Code of Conduct. 
3.	<p>3. Navigate to Section 3 Supplier Declaration</p> <ul style="list-style-type: none">• Read and carefully review the provided declaration.• Confirm that you have understood and agree to the statements presented.• Provide your name and designation in the designated text field box.



	Click Next .

Step 6: Review

Follow the instructions below to complete Step 6 of the supplier registration process.

Step	Action
1.	 <p>Navigate to the Review tab.</p>
2.	<p>Take a moment to review your supplier registration to ensure that all the information provided is correct.</p> <p>You can go back and edit any information by clicking on the corresponding step with a "tick" for the required section.</p>
	<p>All steps must have a "tick" indicating completion before you can proceed with the registration. If any mandatory fields are incomplete, an error message will prompt you to provide the missing information.</p>
3.	<p>Once you have reviewed all the information and ensured that all the required fields are complete, click the Register button located in the top-right corner of the page.</p> 



Congratulations! You have completed the supplier registration process.

What's next?

The Ministry will receive your prospective supplier registration application and begin the review process. Typically, this review takes approximately 48 hours.

Thank you for choosing to register as a prospective supplier with the Ministry. Should you have any further inquiries or need assistance, please don't hesitate to contact us.