

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 demonstration on how to complete the form.

Things You Need To Know

- You need to complete the questionnaire located in the [Registration Guide](#).
- You need to have your documentation prepared before completing the registration form.
- The form will need to be completed in one session as there is no save functionality.
- The services you provide 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
- Overview of the Supplier Registration form
- Company information
- Company contact person
- Additional information
- Services you provide
- Required documents
- Upload required documents
- Conditions of registration

Access Supplier Registration form

New suppliers or companies who wish to respond to a public tender must complete the Supplier Registration form in its entirety.

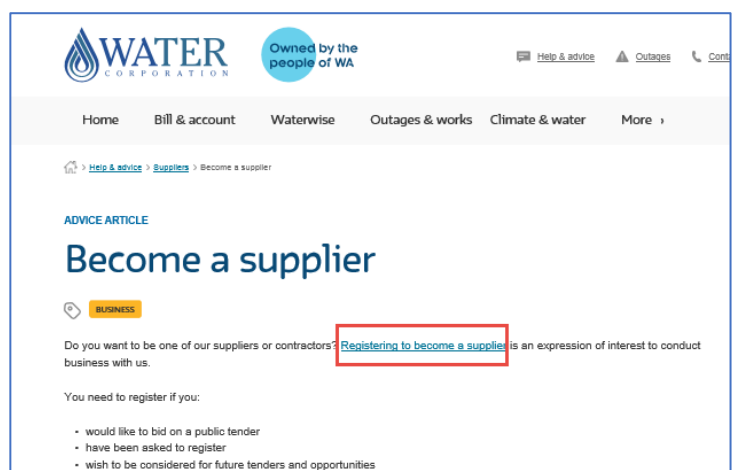
If you have completed the questionnaire in the Registration Guide (link available above) you can now complete the registration form.

1. Click this link: [Become a Supplier](#).

The Become a Supplier webpage appears.

Note: There are number of links to useful information contained in this page.

2. Click the **Registering to become a supplier** link.



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Overview of the Supplier Registration form

1. There are seven sections to be completed within the form.

Supplier Self-Registration	
Send	Close
General Company Information	
Contact Person Information	
Additional information	
Services you provide	
Required documents	
Upload required documents	
Conditions for registration	

Company information

To complete the company information you must first validate your ABN Number and Email to ensure a record does not currently exist.

2. Enter your **ABN**.

Note: If your organisation does not have an ABN, enter twelve zeros.

3. Enter your **Company Email**.
4. Select to **Tick to Validate ABN and Company Email**.

Supplier Self-Registration

Send Close

General Company Information

All general notifications including purchase orders will be sent to you. Bid notifications which are sent to a contact person's individual email address.

General Information

* ABN: **TO BE VALIDATED**

* Company Email:

Tick to Validate ABN and Company Email

5. If an error message is received follow the instructions on the screen.
 - For an existing email, contact the support desk.
 - For an existing ABN, select the email link for the **Supplier Administrator**.

Supplier Self-Registration

Send Close

General Company Information

Supplier Administrator

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6. Once the ABN and Email have been validated, complete the fields in the **General Company Information** section.

Note: Fields with an * are mandatory and must be populated.

- Trading Name - text
- Company Size - select ▼
- Legal Form - select □
- Registered Entity Name - text
- ACN - nine digits numeric

Note: If the ACN exists in a previous registration an error will appear when selecting **Send**. Duplicate ACN. Please contact our support desk for assistance on 9420 3090

- **Country** - select □
- **State** - select □
- **Postcode** - numeric.
- **Suburb/Town** - text.
- **Street Address** - text.
- **Reason for Registration** - select ▼
- **Water Corporation Representative's Name** - text.
- **Water Corporation Representative's Telephone** - numeric.
- **PO Box** - numeric.
- **Country** - select □
- **Postcode** - text.
- **Suburb/Town** - text.
- **Telephone/Mobile** - numeric.
- **Fax Number** - numeric.

7. **Aboriginal or Torres Strait owned** - Tick if Yes.

General Company Information

All general notifications including purchase orders will be sent to the contact person's individual email address. All bid notifications which are sent to a contact person's individual email address will be sent to the contact person's individual email address.

General Information

ABN: 96000065497 **VALIDATED**

Company Email: sales@dmb.com

Tick to Validate ABN and Company Email

* Trading Name: DMB ENGINEERING

* Company Size: 15-50 Employees ▼

* Legal Form: 01 □ **Private Company**

Registered Entity Name: DMB ENGINEERING PTY LTD

ACN: 000065497

Address

* Country: AU □

State: WA □

* Postcode: 6062

* Suburb/Town: MORLEY

* Street Address: 37 VIRGINIA STREET

Reason for Registration

* Reason for Registration: At the request of a Water Corporation representative ▼

* Representative's Name: DIANA HERBST

* Representative's Telephone: 08 9420 2110

PO Box Address

PO Box: 1060

Country: AU □

Postcode: 6062

Suburb/Town: MORLEY

Communication

* Telephone/Mobile: 08 9420 3726

Fax Number: 08 9420 3727

Other Information

Aboriginal or Torres Strait owned: Tick for 'Yes'

Company contact person

Initially one contact person will be issued a unique user ID and password. Once in place you will be able to request multiple users through the Supplier Profile transaction.

8. Scroll down to company's **Contact Person Information** section.
9. Add your contact person's details.

Note: For successful applications, the contact person will be sent new logon details. All users must reflect a current employee name. Generic position titles are not allowed i.e. Accounts Receivable.

Contact Person Information

This must be a current employee. This person will be given access to our supplier portal with a unique user ID and password. [Copy Company Data](#)

* First Name: JUSTIN

* Last Name: MYERS

* Salutation: Mr. ▼

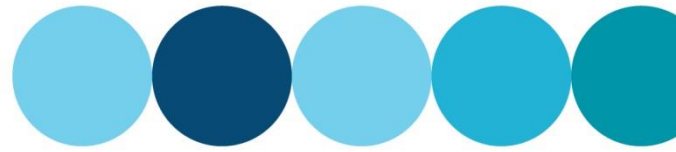
* Telephone/Mobile: 08 6420 3726

* E-Mail Address: JustinMyer@dmb.com

* Country: AU □

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Additional information

Answers in this section will help determine your eligibility for certain work categories.

10. Scroll down to **Additional information**.

11. If you are:

- AS4801 certified, select "Yes".
- AS14001 certified, select "Yes".

Note: You will need to attach copies of your certificate/s in a later step.

Additional information

Answers to the following questions will help us determine your eligibility for certain work categories.

Is your company certified to AS/NZS 4801 or an equivalent. Tick for 'Yes'

Is your company certified to AS/NZS ISO 14001. Tick for 'Yes'

Services you provide

12. Scroll down to **Services you provide** section.

13. Select next to the service/s you perform or materials you supply.

Note: You can make multiple selections and these will determine your HS&E prequalification requirements.

Services you provide

Select the services you perform or materials you supply. You can make multiple selections and these will determine the HS&E prequalification requirements.

<input type="checkbox"/> Agency staff	<input type="checkbox"/> Animal control (including muzzling)	<input type="checkbox"/> Asbestos removal
<input checked="" type="checkbox"/> Building and/or construction	<input type="checkbox"/> Cathodic protection installation	<input type="checkbox"/> Cleaning domestic and commercial (eg kitchen, office, ablutions)
<input type="checkbox"/> Cleaning industrial (eg plant and equipment)	<input type="checkbox"/> Clearing	<input type="checkbox"/> Concrete cutting
<input type="checkbox"/> Confined space entry	<input type="checkbox"/> Consultant (field based)	<input type="checkbox"/> Consultant (office based)
<input type="checkbox"/> Controlled waste	<input type="checkbox"/> Corrosion control	<input type="checkbox"/> Dangerous goods
<input type="checkbox"/> Demolition	<input type="checkbox"/> Drilling vertical	<input type="checkbox"/> Excavation to a depth of less than 1.5m
<input type="checkbox"/> Excavation to a depth of more than 1.5m	<input type="checkbox"/> Explosives	<input type="checkbox"/> Fencing security rated including electrical
<input type="checkbox"/> Firebreaks	<input type="checkbox"/> Freight and/or transport of water	<input type="checkbox"/> General waste and/or recyclables
<input type="checkbox"/> Geotechnical works	<input type="checkbox"/> Hot tapping water mains	<input type="checkbox"/> Landscaping and/or gardening (excluding plant or people hire)
<input type="checkbox"/> Lifting operations	<input type="checkbox"/> Materials requiring supplier provided equipment to unload (eg, hiab)	<input type="checkbox"/> Materials without installation
<input type="checkbox"/> Occupational diving	<input type="checkbox"/> Painting domestic and commercial	<input type="checkbox"/> Pest control
<input type="checkbox"/> Pipe laying, replacement and repairs	<input type="checkbox"/> Plant and equipment hire with operator	<input type="checkbox"/> Plant and equipment hire without operator
<input type="checkbox"/> Plastic welding	<input type="checkbox"/> Process control (eg SCADA)	<input type="checkbox"/> Property maintenance
<input type="checkbox"/> Roofing	<input type="checkbox"/> Scaffolding with erection service	<input type="checkbox"/> Security installation of controlled devices
<input type="checkbox"/> Security lock and door installation	<input type="checkbox"/> Security patrols, alarm and response services	<input type="checkbox"/> Services other
<input type="checkbox"/> Tilt up and/or precast concrete	<input type="checkbox"/> Trades licensed	<input type="checkbox"/> Traffic management
<input type="checkbox"/> Trenchless technology and tunnelling	<input type="checkbox"/> Welding	<input type="checkbox"/> Working at heights

Required documents

14. Scroll down to the **Required documents** section.

Based on the selections nominated in **Services you provide** section, you are required to provide the documents listed in the **Required documents** section.

Note: Templates are available for most documents.

Required documents

Based on your previous selections you are required to provide the documents listed below.

File Name	Template URL
AS14001_AUDIT	
AS14001_CERTIFICATE	
AS4801_AUDIT	
AS4801_CERTIFICATE	
COMPANY_LICENCE	
COMPANY_PROFILE	Template
HEALTH_SAFETY_ENVIRONMENT_MANAGEMENT_PLAN	Template
HSE_QUESTIONNAIRE	Template

Upload required documents

The File Name field will provide a list of the documents to be attached in the same order as in the required documents list (previous screen).

15. Scroll down to the **Upload required documents** section.

16. Select **Add Attachment**.

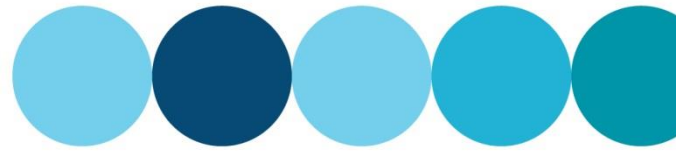
Upload required documents

Please upload required set of documents by clicking the 'Add Attachment' button. Upload file size limit is 25 MB.

Attachment Name

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The **Add Required File** window displays.

17. Select the ▼ in the **File Name** field to view the list of required documents.

Self-Registration

Add Required File

File: Browse...

* File Name: AS14001_AUDIT ▼

Add Cancel

The **list of documents** displays.

18. Select the first document in the list and ensure it appears in the **File Name** field.

Note: The list reduces as you add documents leaving only those documents to be uploaded.

19. Select **Browse**.

Self-Registration

Add Required File

File: Browse...

* File Name: AS14001_AUDIT ▼

- AS14001_AUDIT
- AS14001_CERTIFICATE
- AS4801_AUDIT
- AS4801_CERTIFICATE
- COMPANY_LICENCE
- COMPANY_PROFILE
- HEALTH_SAFETY_ENVIRONMENT_MANAGEMENT_PLAN
- HSE_QUESTIONNAIRE

Cancel

The **Documents Library** appears.

20. Locate the document on your computer.
21. Select the document.
22. Select **Open**.

Organize New folder

Documents library
My Documents

Name

- HSE Management Plan.docx
- Company Profile.docx
- Company Licence.docx
- Work Method Statement.docx
- HSE Questionnaire.docx
- AS4801 AUDIT.docx
- AS4801 Certificate.docx
- AS14001 Certificate.docx
- AS14001AUDIT.docx

File name: All Files (*.*)

Open Cancel

23. Ensure that the selected document name that appears in the **File** field is the relevant document to match the **File Name**.

24. Select **Add**.

Self-Registration

Add Required File

File: E:\Documents\AS14001_AUDIT Browse...

* File Name: AS14001_AUDIT ▼

Add Cancel

The document will appear in the attachments list.

Add Attachment Delete

Attachment Name
AS14001_AUDIT

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25. Repeat the upload documents process until all the required documents are added.

Note: The **Add Attachment** button becomes inactive once all documents are uploaded.

File Name	Template URL
AS14001_AUDIT	
AS14001_CERTIFICATE	
AS4801_AUDIT	
AS4801_CERTIFICATE	
COMPANY_LICENCE	
COMPANY_PROFILE	Template
HEALTH_SAFETY_ENVIRONMENT_MANAGEMENT_PLAN	Template
HSE_QUESTIONNAIRE	Template

Upload required documents

Please upload required set of documents by clicking the 'Add Attachment' button.
Upload file size limit is 25 MB.

Attachment Name
AS14001_AUDIT
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AS4801_CERTIFICATE
COMPANY_LICENCE
COMPANY_PROFILE
HEALTH_SAFETY_ENVIRONMENT_MANAGEMENT_PLAN
HSE_QUESTIONNAIRE

Conditions of registration

A message appears requesting you to accept the conditions of registration.

26. Read the policy and conditions select for each one as they are complete.

The **Form completed correctly?** window appears.

27. Select:

- **No** if further changes are required.
- **Yes** if the form is complete.

28. Select to confirm all information is correct.

Conditions for registration

When complete click the **Send** button at the top of the form.

- 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 Co"
- I confirm, I have selected all Services performed and/or Materials supplied

I confirm all the information provided is true and correct at the time of completing this application*

Self-Registration

Form completed correctly?

Select "No" to make further changes.

Select "Yes" to confirm form is complete then:

- * Accept "Conditions for registration"
- * Press "Send" to submit the form

29. Scroll to the top of the screen.

The **Message window** appears requesting you to send your registration.

30. Select **Send**.

The **Confirm** window appears advising that your registration was successful and you will receive a confirmation email soon.

31. Select **Close**.

I confirm all the information provided is true and correct at the time of completing this application*

Please Press the "Send" button on the top to complete your Registration process

Confirm

Your registration was successful. You will receive a confirmation e-mail soon.