

New Supplier Self-Registration

Quick Reference Guide

Sydney
WATER

New Supplier Self-Registration

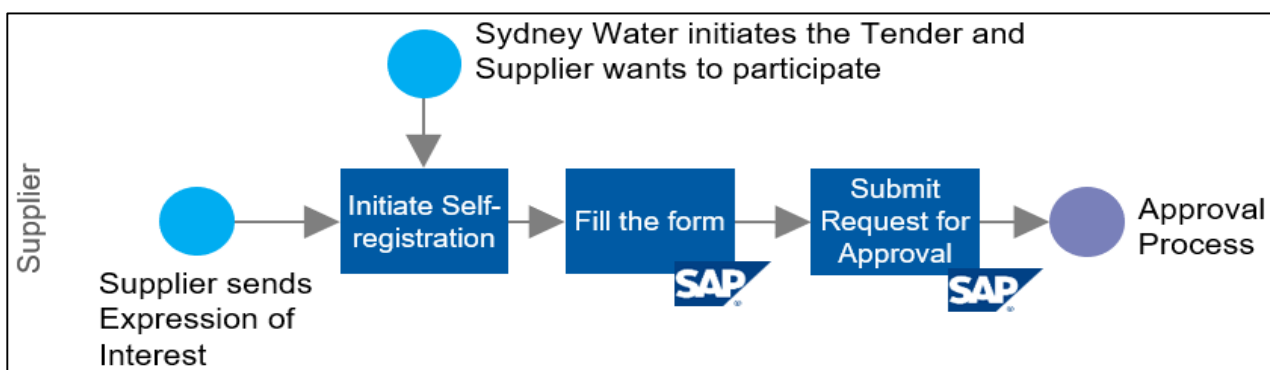


Suppliers can register with Sydney Water using the following URL:

<https://s1-2.ariba.com/Sourcing/Main/ad/selfRegistration?realm=sydneywater>

This URL is provided on the Sydney Water website and on the NSW government e-Tendering website.

Supplier Request for New Suppliers Process Flow



Once the supplier self registration form is submitted for approval, it will be sent to Sydney Water. On approval, you will be notified via email.

Note

- If you are filling the self-registration form for an advertised tender, enter the sourcing number in the Reason for Request field.
- Fill all the mandatory fields(*) to submit the request successfully
- Please ensure that contact email address is not a shared inbox.



Request for New Suppliers

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 Enter the mandatory fields like the Supplier's Name, Address, Postal Code, City, Country, Supplier category and Supplier Region.

Supplier Self-Registration Request Form

1 General Supplier Information

2 Supplier Full Legal Name *

 This field is required

3 Supplier Main Address *

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Street *

House Number

 This field is required

Street 2

Street 3

District

Postal Code *

City *

 This field is required

 This field is required

Country *

 This field is required

4 ABN *

 This field is required

5 If you do not have an ABN please reach out to aribasupport@sydneywater.com.au to assist you

6 Supplied Categories *

 This field is required

7 Supplied Regions *

 This field is required

8 Have you previously supplied to Sydney Water? *

☐ Yes ☐ No

 This field is required

10 Primary Supplier Contact

11 Contact First Name *

 This field is required

12 Contact Last Name *

 This field is required

13 Contact Email *

 This field is required

14 Contact Telephone Number

Enter your 11-digit **Australian Business Number(ABN)** to confirm the taxation details.

Enter the **Category** name and select the entry from the dropdown list. Here you can enter multiple categories.

If your response is Yes, you will be asked to provide basic details about your trading history with Sydney Water.

Ensure that the **Contact Email** is an individual email ID.

Submit

Submit

Cancel

Click the **Submit** button to save and send the details to Sydney Water.

Getting Help

In case you need help, email us at:
aribasupport@sydneywater.com.au

