

# Expressing an interest to be a supply partner

If your organisation is interested in becoming a supply partner, you need to **initiate** the process by submitting a supplier self-registration request. This is for us to understand basic information about your organisation before we engage you in succeeding procurement activities.

Follow this guide for steps on how to submit a supplier self-registration request.

## 1. Domestic suppliers



### 1.1 Access the supplier self-registration request form

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

### 1.2 Complete the supplier self-registration request form

Fields marked with an asterisk (\*) are mandatory. Refer below for detailed guide.

#### 1.2.1 General Guide

- Use a modern browser like Microsoft Edge  or Google Chrome 
- Make sure pop-ups and adblockers are disabled (usually indicated with a **red** stop sign in your browser)
- For picklists / dropdowns, use your mouse to select. Using keyboard to select does not work.
- If you already have an **existing** Ariba account, enter the contact details (i.e., contact name and email address) associated with your existing Ariba account. We still need you to complete this form so we can link our Ariba account with your existing Ariba account.

#### 1.2.2 Field Guide

Field	Guide
<b>General Supplier Information</b>	
<b>Supplier Full Legal Name</b>	Enter the full legal name of your company.
<b>Supplier Main Address</b>	Enter the main address of your company.
<b>ABN</b>	Enter your companies ABN (Australian Business Number).  If you do not have an ABN, email your Sydney Water contact or <a href="mailto:businessconnect@sydneywater.com.au">businessconnect@sydneywater.com.au</a> to assist you.
<b>Are you registered for GST?</b>	Select as applicable.
<b>Supplied Categories</b>	Select the category of goods/services that your company provides under the <b>Sydney Water Commodities</b> list. You can select multiple values.

**DO NOT** select categories tagged as 'z[Do Not Use]'.

<p>6 Supplied Categories *</p> <p>8 Have you previously supplied to Sydney Water? *</p> <p>10 Your Contact Details</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Sydney Water Commodities"/> <input type="text" value="z [Do Not Use] Legacy Commodities"/> </div> <p> <input type="radio"/> Yes    <input type="radio"/> No         </p>
<div style="background-color: yellow; border: 1px solid #ccc; padding: 5px;"> <input type="checkbox"/> Accounting &amp; Auditing Services  <input type="checkbox"/> Actuators  <input type="checkbox"/> Aeration Devices  <input type="checkbox"/> Aircon Maintenance  <input type="checkbox"/> Asset Valuation Services         </div>	

<b>Have you previously supplied to Sydney Water?</b>	Select as applicable. If 'Yes', follow the instructions in the follow-up question.
<b>Your Contact Details</b>	
<b>First Name</b>	Enter your first name.
<b>Last Name</b>	Enter your last name.
<b>Email</b>	Enter your email address.
<b>Telephone Number</b>	Enter your telephone number. Add country code in front of the contact number. For example, +61 for AU.
<b>Reason for Supplier set-up</b>	Select as applicable. <i>Interested to be a Sydney Water Supplier</i> – if requested by a Sydney Water person, or interested to be a new supply partner <i>Participate in a tender</i> – if this is to participate to a Sydney Water tender <i>Requested by RDC</i> – if you have been requested by any of our Regional Delivery Consortia (Confluence Water, D4C, West Region) as part of supplier prequalification
<b>Description (tender number or description, Sydney Water or RDC contact details, other relevant information)</b>	Enter details to support the reason for supplier set-up

Once completed, click **Submit** at the bottom right-hand of the supplier self-registration request form.

If after clicking **Submit** you do not get the confirmation message, scroll up to find and fix any validation errors as shown below. Once fixed, click **Submit** again.

## Expressing an interest to be a supply partner

Supplier self-registration request form

1 General Supplier Information

2 Supplier Full Legal Name \*  
Test supplier

3 Supplier Main Address \*  
+ Street \* ① House Number \* ①  
1  
Street 2 \* ①  
World  
Street 3 \* ①  
District \* ①  
Postal Code \* ① City \* ①  
2000 Sydney  
Country/Region \* ① State/Province/Region \* ①  
Australia Australia  
This field is required

4 ABN \*  
This field is required

A summary of your supplier self-registration request will be displayed.

Your request for registration as a supplier with Sydney Water is complete.

The Sydney Water supplier management team will review your request details and make a decision on your request.  
Decision will be sent to your email at myemail@company.com.au

Supplier self-registration request form Print

1 General Supplier Information

2 Supplier Full Legal Name  
Leith Group Developments Pty Ltd

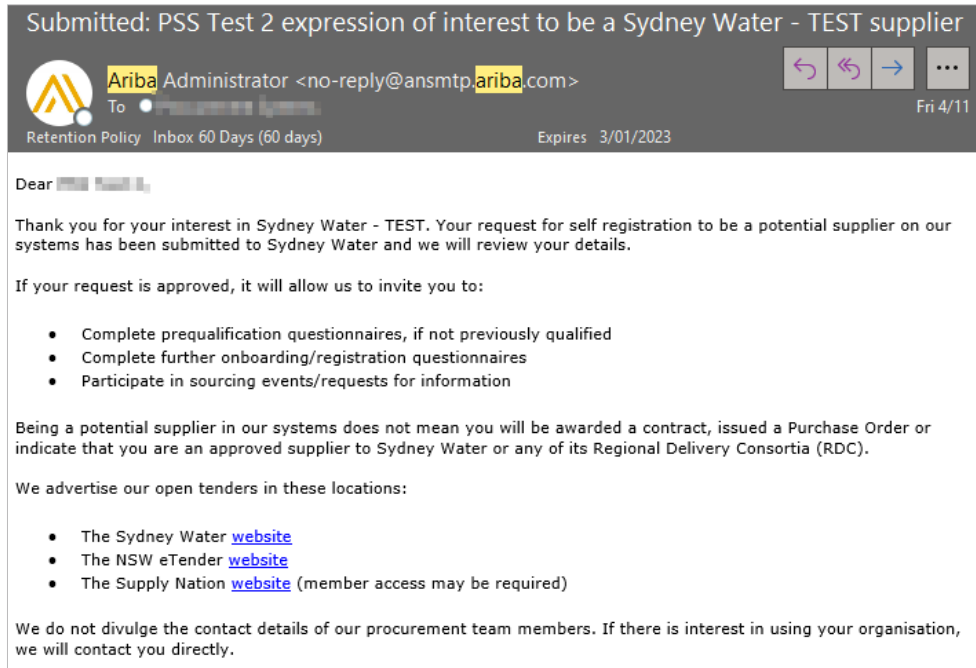
3 Supplier Main Address +  
Street Sydney  
House Number Level 10, 21  
Postal Code 2000  
City Sydney  
Country Australia  
Region New South Wales (NSW)

4 ABN 12345678910

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

## 1.3 Receive email confirmation

You will get an email confirming the form has been submitted. If you do not get an email, check if you have entered the correct email address. If the email address you have entered is incorrect, you need to submit a new supplier self-registration request.






We will review your supplier self-registration request. If approved, a supplier profile for your organisation will be created in our supplier management system and you will receive an Ariba-generated invitation email to complete our Supplier Registration questionnaire. This will require you to comply with our policies to become eligible to participate in sourcing activities.

## 2. International suppliers

If you do not have an ABN, get in touch with your Sydney Water contact or [businessconnect@sydneywater.com.au](mailto:businessconnect@sydneywater.com.au) to assist you.

## 3. Support

	Did not find what you're looking for? Access all Sydney Water supplier support resources <a href="#">here</a> .
	To get assistance specific to your situation, contact us at <a href="mailto:businessconnect@sydneywater.com.au">businessconnect@sydneywater.com.au</a> .
	For SAP product documentation and supplier support, visit the <a href="#">SAP Help Centre</a> .