



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
General Supplier Information	
Supplier Full Legal Name	Enter the full legal name of your company.
Supplier Main Address	Enter the main address of your company.
ABN	Enter your companies ABN (Australian Business Number). If you do not have an ABN, email your Sydney Water contact or businessconnect@sydneywater.com.au to assist you.
Supplied Categories	Select the category of goods/services that your company provides by clicking the magnifying glass. 
Have you previously supplied to Sydney Water?	Select as applicable. If 'Yes', follow the instructions in the follow-up question.

Your Contact Details	
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address.
Telephone Number	Enter your telephone number. Add country code in front of the contact number. For example, +61 for AU.
Reason for Supplier set-up	<p>Select as applicable.</p> <p><i>Interested to be a Sydney Water Supplier</i> – if requested by a Sydney Water person, or interested to be a new supply partner</p> <p><i>Participate in a tender</i> – if this is to participate to a Sydney Water tender</p> <p><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</p>
Description (tender number or description, Sydney Water or RDC contact details, other relevant information)	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.

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.

Submitted: PSS Test 2 expression of interest to be a Sydney Water - TEST supplier

 Ariba Administrator <no-reply@ansmtp.ariba.com> ⏮ ⏪ ⏩ ⏭

To: Procurement Systems Fri 4/11

Retention Policy: Inbox 60 Days (60 days) Expires: 3/01/2023

Dear [REDACTED],

Thank you for your interest in Sydney Water - TEST. Your request for self registration to be a potential supplier on our systems has been submitted to Sydney Water and we will review your details.

If your request is approved, it will allow us to invite you to:

- Complete prequalification questionnaires, if not previously qualified
- Complete further onboarding/registration questionnaires
- Participate in sourcing events/requests for information

Being a potential supplier in our systems does not mean you will be awarded a contract, issued a Purchase Order or indicate that you are an approved supplier to Sydney Water or any of its Regional Delivery Consortia (RDC).

We advertise our open tenders in these locations:

- The Sydney Water [website](#)
- The NSW eTender [website](#)
- The Supply Nation [website](#) (member access may be required)




We do not divulge the contact details of our procurement team members. If there is interest in using your organisation, we will contact you directly.

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 to assist you.

3. Support

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