


## Reviewing our policies and completing registration

Suppliers must read, understand, and agree to comply with our policies through the Registration Questionnaire. When the Registration Questionnaire response is approved, the supplier becomes eligible to participate in sourcing activities.

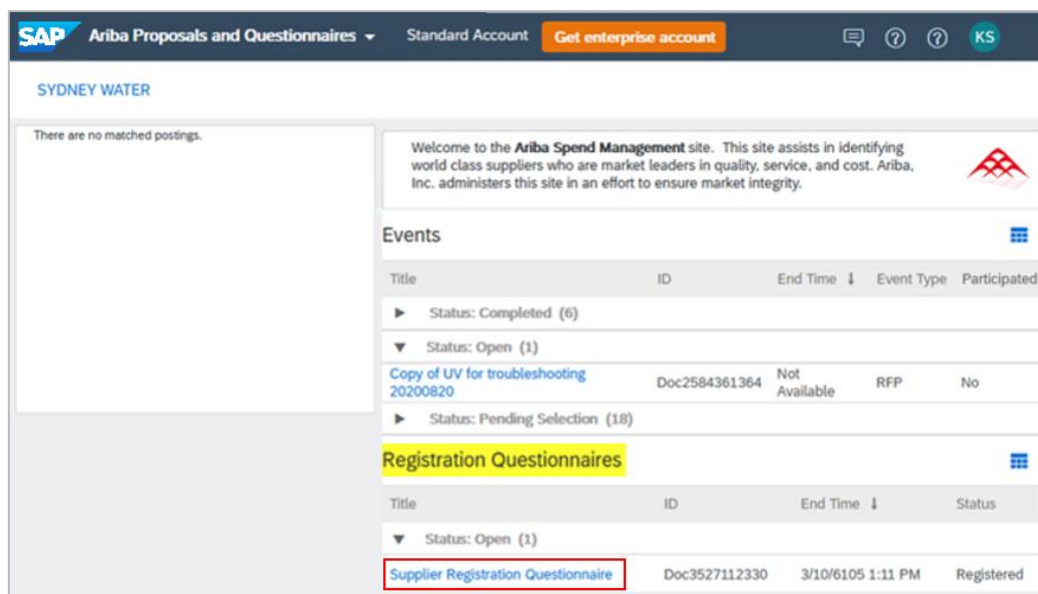
	<p>As your organisation's nominated supplier contact (initially the self-registration request contact), follow this guide to complete the Registration Questionnaire <b><u>via invitation email</u></b>.</p> <p>Related <b>Sydney Water</b> guides:</p> <p><a href="#">Accessing supplier questionnaires and sourcing opportunities</a> - If you have completed a Sydney Water supplier questionnaire / sourcing opportunity in the past, you may choose to follow this guide to access the Registration Questionnaire.</p> <p><a href="#">Responding to supplier questionnaires and sourcing opportunities</a></p> <p>Related <b>SAP</b> video tutorial:</p> <p>Disclaimer: Please be aware that not all features demonstrated in the video may be enabled or available for Sydney Water.</p> <p><a href="#">Instructions on how to fill out the registration questionnaire (3:25 Mins)</a></p>
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### 1. Action the supplier registration invitation email

When your self-registration request has been approved and when a supply opportunity matching your profile arises, you, as the nominated supplier contact will receive an Ariba-generated invitation email. Refer to [Logging in or signing up to SAP Ariba](#) on how to action the email.

### 2. Open the Registration Questionnaire

Under **Registration Questionnaires**, click **Supplier Registration Questionnaire**



## 3. Respond to the Registration Questionnaire

We require basic information about your organisation and your agreement to comply with our policies.

### Important information:

When an attachment is requested, note that only one (1) file is allowed. If you need to attach multiple documents, compress them into a zip file with a **maximum of 100mb per file**.

### 3.1 General Supplier Information

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Event Messages  
Event Details  
Response History  
Response Team

Event Contents  
All Content  
1. General Supplier Information  
2. Tax Information  
3. Compliance To Sydney...  
4. Additional Questions

**General Supplier Information**

Name 1

1.1 Sydney Water uses the SAP Business Network (network) as our primary platform for purchase order collaboration with our valued suppliers. This improves the way we send, confirm and communicate purchase requirements, contributing to a more efficient and transparent procurement operations. We encourage our suppliers to send and receive transactional documents including POs and invoices over the network. Benefits to your organisation include:

- Faster start to payment cycle - invoices get posted to Sydney Water system automatically, and not through a scanning process.
- Increased visibility of invoices status and payment schedule.
- Information all in one place - no missing emails or misinterpretation of requirements.

Visit the [Supplying to Sydney Water](#) and refer to [Getting ready to transact with us](#) and [Processing purchase orders and getting paid](#) for further information on how to collaborate with us in the network.

1.2 Where an attachment is requested, only one file is allowed per question. If you want to attach multiple documents, please consolidate them into one file. All file types are accepted except "EXE".

1.2 Are you willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network?

1.3 Are you willing and able to provide electronic catalog content via the Ariba Network?

1.4 Are you open to transacting with us using Recipient Created Tax Invoices?

1.5 Supplier full legal name

1.6 Country code (main and mobile telephone numbers)

1.7 Main telephone number

1.8 Mobile telephone number

1.9 Main address

1.10 Internet homepage address

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

We prefer to work with suppliers who are willing to transact with us via the SAP Business Network ('network'). If you answer "Yes" to this question, and you are successfully awarded work, you will receive an interactive purchase order email with further instructions to assist you in this process.

Include the country code. For example, +61 in Australia

Should you decide to select this option and enrich your profile, ensure to leave field Time Zone as BLANK

3.2 Tax Information

Event Messages

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▼ Event Contents

All Content

1 General Supplier Inf...

2 Tax Information

3 Compliance To Sydney...

4 Additional Questions

Console

Tax Information

Name ↑

▼ 2 Tax Information

2.1 ABN / Tax ID

2.2 Please attach official supporting documentation that supports the tax information provided

(\*) indicates a required field

Country/Region: Australia (AU)

Tax Name TaxType Tax Number

Australia: ABN Organization 49776225038

Acceptable documents are ASIC registration / ABN lookup printout / sample invoice showing both the company name and ABN.

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.

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

3.3 Compliance to Sydney Water Policies and Guides

Event Messages

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1 General Supplier Inf...

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Console

Compliance To Sydney Water Policies and Guides

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Name ↑

▼ 3 Compliance To Sydney Water Policies and Guides

3.1 Read, understood and agree to The Privacy Policy:

<https://www.sydneywater.com.au/SW/Privacy/index.htm>

3.2 Read, understood and agree to comply with the Modern Slavery Act:

<https://www.legislation.gov.au/Details/C2018A00153>

3.3 Read, understood and comply to The Supplier Code of Conduct:

<https://www.sydneywater.com.au/content/dam/sydneywater/documents/supplier-code-of-conduct.pdf>

(\*) indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

## 3.4 Additional Questions

Console

Event Messages

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4 Additional Questions

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Time remaining  
13 days 09:06:38

**Additional Questions**

Name ↑

▼ 4 Additional Questions

4.1 Is your company considered a small business, as defined by the NSW Small and Medium Enterprises and Regional Procurement Policy?	No
4.3 Is your company considered a medium business, as defined by the NSW Small and Medium Enterprises and Regional Procurement Policy?	* Yes
4.4 Please provide documentation, including Business Registration Certificate.	* Attach a file
4.5 Please provide your organization's approximate number of full time employees.	*
4.6 Is your company considered to be an Aboriginal-owned business, as defined by the NSW Buy Aboriginal Procurement Policy?	* Unspecified
4.8 Is your company considered to be a disability-owned business, as defined by NSW Buy Australian Disability Enterprises Guidelines?	* Unspecified

(\*) indicates a required field

Submit Entire Response Save draft Compose Message

If you answer "Yes" to 4.1 or 4.3, provide documentation stating the number of full-time employees, e.g., a statutory declaration by your accountant or Workers Insurance Certificate of Currency issued by iCare NSW, as well as Business Registration Certificate. NOTE: If you answer "Yes" to 4.1, 4.3 will no longer be displayed, and vice versa.

If you answer "Yes" to 4.6, provide certification / recognition letter from a suitable organisation such as Supply Nation or the NSW Indigenous Chamber of Commerce, as well as Business Registration Certificate.

If you answer "Yes" to 4.8, provide documentation stating that your organisation is a disability-owned enterprise such as a statutory declaration by your accountant or a screenshot from BuyAbility website, as well as Business Registration Certificate.

For further information about general Ariba functionality that is applicable when responding to other supplier questionnaire / sourcing opportunity, not just Registration Questionnaire, refer to [Responding to supplier questionnaires and sourcing opportunities](#).

For further information about how a small or medium enterprise is determined, refer to [NSW Small and Medium Enterprise and Regional Procurement Policy](#). The link is also available on the questionnaire.

## 4. Draft and submit response

Click **Save draft** to save your progress and proceed later.

Click **Submit Entire Response** to submit your responses to Sydney Water for review. You will be notified via an Ariba-generated email when your Registration Questionnaire response has been approved or if we require further information.

Submit Entire Response

Reload Last Bid

Save draft




Compose Message

Excel Import

## 5. Provide access to Registration Questionnaire

As access to supplier questionnaire / sourcing opportunity is provided at the supplier contact level, not organisation level, refer to [Responding to supplier questionnaires and sourcing opportunities](#) in section **Add a colleague as member of response team** to provide eligible colleagues access to the Registration Questionnaire.

## 6. 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> .