Supplying to Sydney Water

Sydney WATER

1 Self-registration
Expressing interest to be a supplier partner

The first step to becoming a supplier is to submit an expression of interest to us. We use a third-party system, SAP Ariba, as our digital platform for sourcing and supplier management. There is a downloadable guide on Sydney Water's website called Expressing an interest to be a supply partner to help you submit your interest.

For this step you will need to:
- Complete the self-registration request
- Provide ABN, entity name and contact details

This step is quick, to complete go to point 1 here.

2 Registration
Becoming eligible

Once you have created a supplier profile in SAP Ariba (step 1), you will be invited to action your registration. A guide on our website called Logging in or signing up to SAP Ariba is available to help complete step 2.

For this step you will need to:
- Learn more about Ariba (logging in, signing up etc).
- Choose the appropriate account type for your entity
- Read, understand, and agree to comply with our policies and Supplier Code of Conduct.

This step is quick, go to point 2 here.

3 Prequalification
Registration assessment by Sydney Water

As a potential supplier, we will ask you to undergo prequalification so we can assess your organisation against minimum competency and capability requirements. All suppliers are asked to complete this process. Please note that we have responded to your feedback to reduce the paperwork for this step. From April 2024 there will be fewer components to prequalification to make it easier for new suppliers to work with us.

For this step you will need to:
- Complete the Getting prequalified step on our website.

This step requires more time than the other steps.
You will need to upload your certificates and plans to substantiate your competency. Have them handy!
Go to point 5 here.

4 Onboarding
Getting set up as a supply partner

To become a supplier who is successfully awarded work, you will need to complete the onboarding questionnaire. This includes questions about banking and transactional details. This step will activate your organisation as one of our trading partners in SAP Ariba. For help, refer to the guide on our website Completing our onboarding questionnaire.

For this step you will need to:
Complete our onboarding questionnaire

This step may take a day or so to finalise, go to point 5 here.

5 Ready to do business
Transacting with us

After the onboarding step, Sydney Water can engage your organisation as a supply partner. We will engage your organisation via a purchase order (PO).

For this step
- There are two guides on our website Processing your first Sydney Water network PO and Navigating our POs (Purchase Order) to help you work with us

We encourage supplier personnel who will process our POs to register for on-demand training. Our open tenders are published on various sites and there are instructions on our website on where to look and how to submit a response to a tender.

This step is quick, go to point 4 and point 5 at Supplying to Sydney Water webpage.