

Prospective Supplier Registration

User Guide for Prospective Suppliers



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About this guide

Overview

Welcome to the user guide for registering as a prospective supplier with the Ministry of Social Development (the Ministry).

This guide provides you with the steps to follow if you are not yet registered as a supplier and wish to become an approved supplier able to submit bids for contract opportunities.

To begin the registration process, please follow the steps outlined below.

Once your registration has been approved, you will gain access to contract opportunities.

This process should take you about 15 – 20 minutes to complete.

Icons used in this guide

The user guide for registering as a prospective supplier with the Ministry uses the following icons:



Further information

References to additional sources of information for further details.



Тір

Provides a helpful piece of information or suggestion.



Important point

Highlights important information or areas that require caution.



Section Completed

Indicates section is complete

Prospective supplier registration

Follow the steps below to begin the supplier registration:

Step	Action		
1.	Click on the Supplier Registration URL Link		
2.	When you click on the provided URL link the supplier registration landing page will appear, allowing you to proceed with the registration process.		
	Exact What A Wha		
3.	Enter your email to get a one-time access code Click on the Send Access Code button.		
	Result: You'll receive an email with an access code; if it doesn't appear in your inbox, please check your Junk or Spam folders, as it might have been directed there.		
\checkmark	Click on the Continue button to proceed to the next step of the registration process.		



There are 5 sections to complete in the registration process.

If needed, you can save your progress by clicking on the "**Save**" option. This will allow you to exit the registration process and return to it at a later time.

If the systems remains inactive for a while, it will time out. You'll be redirected to the home screen, where you can enter your email to receive a new pin. Once you've done that, you can pick up where you left off.

Should you encounter any difficulties or have any questions during the registration process, please do not hesitate to contact <u>NAC_Suppliers@msd.govt.nz</u> for assistance.

Step 1: Company Details

Follow the instructions below to complete Step 1 of the supplier registration process.

Step	Action				
1.	Provide the necessary details of your Company in the designated fields. Please note that any field marked with an ^{S Enter a value.} " statement is mandatory and must be completed.				
	Supplier Registration Company Details Registration to be duplicate registrations from suppliers. If your registration is found to be duplicate as an existing registered supplier, we will advise you including who the current listed contact is. Exter a value for at least one of these fields is required for registration: NZBN Number RD Number GST Number Company Website Country Country				
	Required Required Required IRD Number GST Number NZBN Number Organization Type				
2.	 Once you have filled in the required information, verify that all mandatory fields have been properly filled. Your Company Name: Make sure that your company name matches the name that will appear on any potential invoices issued to the Ministry. NZBN/GST/IRD Number: Enter either a New Zealand Business Number (NZBN), Goods and Services Tax (GST) Number, and/or Inland Revenue Department (IRD) Number. It is essential to provide at least one of these identification numbers as the system will not allow you to proceed without it. 				
3.	Complete the applicable "Additional Information" fields.				

4.	Relevant documents can be added to the documents section.				
		Attach tax, insurance, and other relevant documents			
		Drag and Drop Select or drop files here.			
		URL Add URL			
	Clio pro	ick on the Continue button to proceed to the next step of the registration ocess.			

Step 2: Contacts

Follow the instructions below to complete Step 2 of the supplier registration process:

Step	Action				
1.	Add your contact details,				
	MINISTRY OF SOCIAL DEVELOPMENT TE MANATU WHAKAHIATO ORA				
	Supplier Registration				
	Contacts				
	Contact 1 Enter contact details. Registration communications will be sent to this contact.				
	Salutation First Name Middle Name Note: Salutation				
	Last Name Job Title Job Title				
	Country Mobile +64				
	Country • NZ • +64 Ext				
	Country NZ +64				
2.	The "administrative contact" will receive general communications from us.				
	Is this an administrative contact? Administrative contact will receive general communications from us. Does this contact need a user account? • Yes O No				
	Select " no " to deactivate.				

3.	Review the available user roles by checking and unchecking the relevant options.				
	What user roles does this contact need? Assign at least 1 user role to specify the responsibilities of the contact.				
	Supplier Self Service Administrator Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.				
	Supplier Sales Representative Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.				
	Supplier Customer Service Representative Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.				
	Supplier Accounts Receivable Specialist Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.				
	MSD Self Service Procurement View Invoice MSD Custom Role to allow users to view the supplier invoice				
	Supplier Bidder Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.				
4.	To add multiple contact people, click the for each additional person. This will create a new section for their details, ensuring each contact is properly recorded. Repeat as needed.				
	Contact 2				
	Salutation				
	Last Name Email Email Job Title				
	Country NZ Mobile +64				
	Country NZ Phone +64 Ext 				
	Country NZ Fax +64				
-`Q́-	At any time, you can edit a contact record by clicking the pencil [Edit] icon.				
Ţ.	Contact 1 Enter contact details. Registration communications will be sent to this contact. Image: Contact 1 Image: Contact 1 Imag				
	Click on the Continue button to proceed to the next step of the registration				
	process.				

Step 3: Addresses

Follow the instructions below to complete Step 3 of the supplier registration process.

Step	Action				
1.	Complete the address fields, make sure to provide accurate and complete address information.				
	Address Name				
	 Use this field to identify different sites, such as "Head Office" or branch names. If you have multiple sites, set up separate addresses and ensure the contact details are correct for each site. 				
	MINISTRY OF SOCIAL DEVELOPMENT TE MANATU WHARAHIATO ORA				
	Supplier Registration Addresses Enter at least one address.				
	Address 1 What's this address used for? Select at least 1 purpose. Required Required Receive Purchase Orders Receive Payments				
	Country/Region New Zealand				
	Address Line 1 Address Line 2 Address Line 2 Address Line 3				
	Required Required				
	Country NZ Fax Which contacts are associated to this address?				
2.	Select all the contacts loaded associated to each address added by clicking on the tick box next to each contact				
3.	To add multiple addresses, click the for each additional address. This will create a new section for each address. Repeat as needed.				
i	What the Address is used for, is important as it determines where your remittance, purchase orders, and/or tender opportunities will be sent. If you have different email addresses for remittance, purchase orders, and/or tender bidding, you will need to set up multiple addresses.				
	Address Name What's this address used for? Select at least 1 purpose. Required Receive Purchase Orders Receive Payments I Bid on RFQs				

Click on the **Continue** button to proceed to the next step of the registration process.

Step 4: Products and Services

Follow the instructions below to complete Step 4 of the supplier registration process.

Step	Action			
1.	the category of your service from the dropdown arrow or alternatively type in the search bar to find products and services.			
	Note: Do this first. Do NOT tick the box to the left of the 2 Category choices. If you do, you may be logged out of the registration.			
	<i>If this happens, click the original link and enter your email address to get another activation code. This will take you back to your registration. Your changes will have been saved.</i>			
2.	Select the tick box next to each applicable category.			
	Supplier Registration			
	Products and Services			
	Q Search by category or description			
	1 selected View Selected Clear Selected			
	Category Description			
	Commercial			
	Accommodation Accommodation			
3.	Click Save to confirm your selection.			
\checkmark	Click on the Continue button to proceed to the next step of the registration process.			

Step 5: Questionnaires

Step	Action
1.	There are 3 sections to complete: Certification Supplier Code of Conduct Supplier Declaration
2.	 Section 1 Certifications List any current certifications or standards associated with your business, such as a Certificate of Incorporation, industry standards/certifications, or insurance. Ensure that all the information submitted is current and up to date. By selecting 'Yes', you can click the end attachments (0) icon to upload the certifications and other affiliated documents.
3.	Navigate to Section 2 Supplier Code of Conduct • Read and carefully review the Supplier Code of Conduct. or • Click on "view question attachments (1)" • Click on "view question attachments (1)" • Click on "view question attachments (1)" • Suppler Oscience • Suppler Registration Questionnaire • Suppler Code of Conduct • Suppler Declaration • Sector 2 at 3 • Leaves the Suppler Code of Conduct • Suppler Declaration • • Suppler Code of Conduct • Suppler Code of Conduct • • Suppler Code of Code o

4.	Download the Supplier Code of Conduct					
	MINISTRY OF SOCIAL DEVELOPMENT UNANTO MINISTRY OF SOCIAL	Attachments for question 2		×		
	Supplier Registration	Supplier Code of Conduct	Last updated on 4/04/2025 36.65 KB	L.		
	Questionnaire					
	Certifications Supplier Code of Conduct Supplier Declaration O Section 2 of 3					
	2. Can you please continu that you have need and understood the Suggiter Code of Conduct? Ø Plea con diversities of the Suggiture Code of Conduct disconvent using the link holine. @ Sware generation antichemister.]			0		
	Inquired R a. I Confirm					
	End al Section 2 of 5 Previous Section Read Section					
5.	Confirm that you have read and understood the Supplier Code of Conduct					
	by selecting " [•] a. I Confirm ".					
6.	Navigate to Section 3 Supplier Dec	aration				
	 Read and carefully review the provision of t	provided declaration	on.			
	Confirm that you have understo	ood and agree to t	he statements			
presented.						
	Provide your name and designation in the designated text held box.					
	EVELOPENT TE MANATU WHAKAMIATO ORA					
	Supplier Registration					
	Questionnaire					
	Certifications Supplier Code of Conduct Supplier Declaration					
	Section 3 of 3 3. By submitting this form, and as part of this registration process, you:					
	 Agree to advise us immediately of any changes to the details you have provided on this form. Acknowledge that this registration is not an entry to any nor-approved panel of suppliers or a legally binding co By agreeing to this declaration, the user represents and confirms that they have been authorized by the organization t 	tract. The Ministry is not obligated to contract any work with make this declaration on its behalf.	your organization.			
	Required					
	O b. I Disagree					
	3.a.1. Please provide Name and Designation: Required					
	End of Section 3 of 3 Provider Section Next Section					



What's next?

The Ministry will receive your prospective supplier registration application and begin the review process. Typically, this review takes approximately 48 hours.

Thank you for choosing to register as a prospective supplier with the Ministry. Should you have any further inquiries or need assistance, please don't hesitate to contact us.