

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.



As your organisation's nominated supplier contact (initially the self-registration request contact), follow this guide to complete the Registration Questionnaire **via invitation email**.

Related **Sydney Water** guides:

[Accessing supplier questionnaires and sourcing opportunities](#) - 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.

[Responding to supplier questionnaires and sourcing opportunities](#)

Related **SAP** video tutorial:

Disclaimer: Please be aware that not all features demonstrated in the video may be enabled or available for Sydney Water.

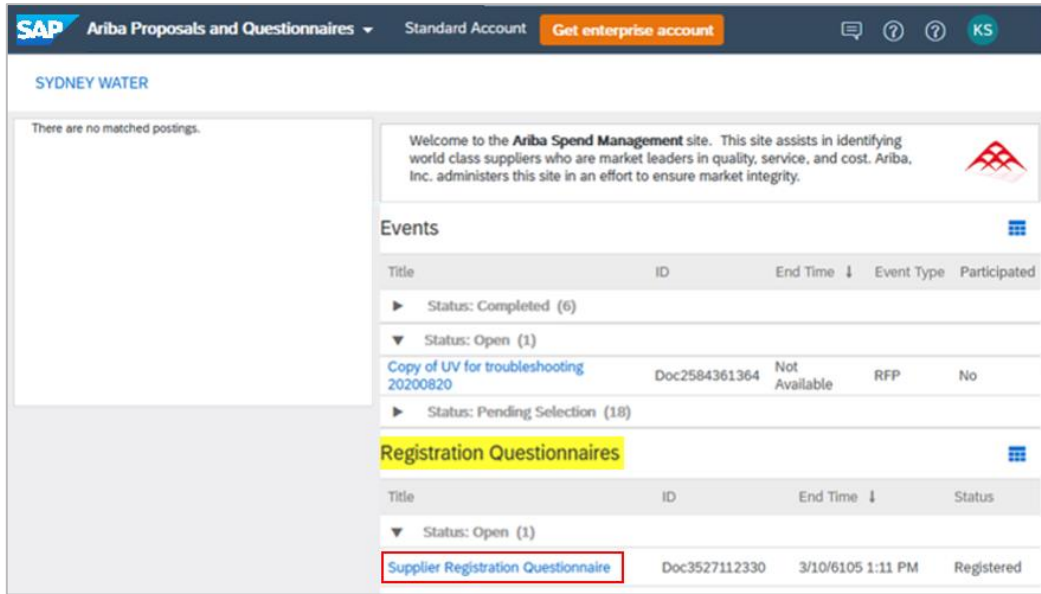
[Instructions on how to fill out the registration questionnaire \(3:25 Mins\)](#)

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 agreement to comply with our policies. Additional information to some questions is shown.

3.1 General Supplier Information

Console

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

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2 Tax Information

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4 Additional Questions

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Name 1

▼ 1 General Supplier Information

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

1.2 Supplier full legal name

1.3 Country code (main and mobile telephone numbers)

1.4 Main telephone number

1.5 Mobile telephone number

*Show More

Street: House Number:

Street 2:

Street 3:

District:

Postal Code: City:

Country/Region: State/Province/Region:

1.6 Main address

1.7 Internet homepage address

(*) Indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

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

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

3.2 Tax Information

Console

- Event Messages
- Event Details
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Tax Information

Name ↑

▼ 2 Tax Information

2.1 ABN / Tax ID	<div style="border: 1px solid #ccc; padding: 2px;">Country/Region: <input type="text" value="Australia (AU)"/></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Tax Name</th> <th style="width: 30%;">TaxType</th> <th style="width: 40%;">Tax Number</th> </tr> </thead> <tbody> <tr> <td>Australia: ABN</td> <td>Organization</td> <td><input type="text" value="49776225038"/></td> </tr> </tbody> </table>	Tax Name	TaxType	Tax Number	Australia: ABN	Organization	<input type="text" value="49776225038"/>
Tax Name	TaxType	Tax Number					
Australia: ABN	Organization	<input type="text" value="49776225038"/>					
2.2 Please attach official supporting documentation that supports the tax information provided		<div style="border: 1px solid #ccc; padding: 2px;"> <input type="text" value="file_name.docx"/> Update file Delete file </div>					

(*) indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

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

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

3.3 Compliance to Sydney Water Policies and Guides

Console

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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	* Yes <input type="text" value="v"/>
3.2 Read, understood and agree to comply with the Modern Slavery Act: https://www.legislation.gov.au/Details/C2018A00153	* Yes <input type="text" value="v"/>
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	* Yes <input type="text" value="v"/>

(*) indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

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Excel Import

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3.4 Additional Questions

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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? *

4.3 Is your company considered a medium business, as defined by the NSW Small and Medium Enterprises and Regional Procurement Policy? *

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? *

4.8 Is your company considered to be a disability-owned business, as defined by NSW Buy Australian Disability Enterprises guidelines? *

(*) indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message

Based on 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](#). Ensure that you **do not** answer Yes to both questions.

Certification / recognition letter from a suitable organisation such as [Supply Nation](#) or the [NSW Indigenous Chamber of Commerce](#).

Documentation stating that your organisation is a disability-owned enterprise such as a statutory declaration by your accountant or a screenshot from [BuyAbility](#) website.

For further information about general Ariba functionality that is applicable 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](#).

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 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 .