

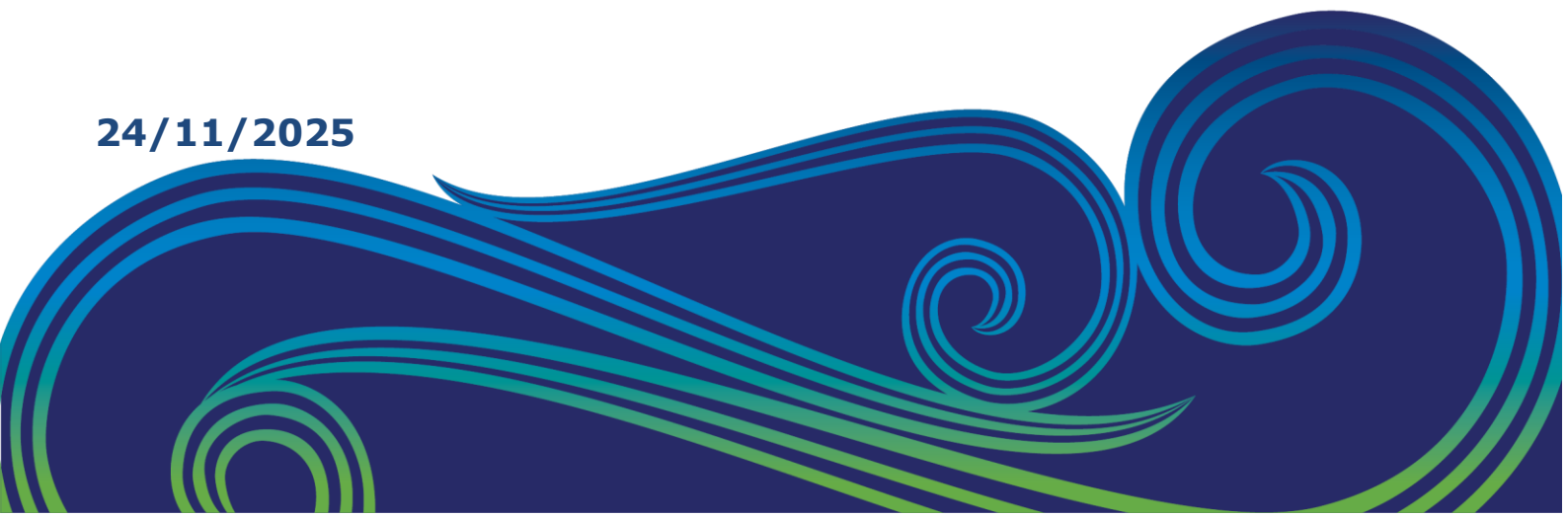


**MINISTRY OF SOCIAL
DEVELOPMENT**
TE MANATŪ WHAKAHIATO ORA

Prospective Supplier Registration

User Guide for Prospective Suppliers

24/11/2025



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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.



Tip

Provides a helpful piece of information or suggestion.



Important point

Highlights important information or areas that require caution.



Section Completed

Indicates section is complete

Do you have a RealMe login




Please ensure you have your RealMe username and password ready.

This must be the RealMe account linked to the email address used in your supplier portal registration.

If you don't have a RealMe login, you can create it on the [RealMe website](#).

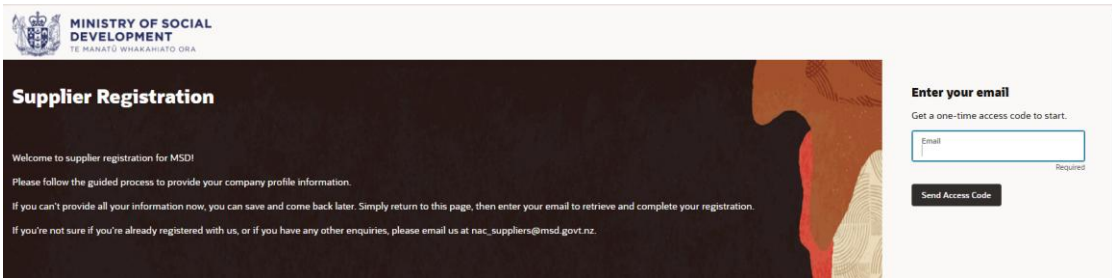
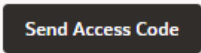

Please note:

- You only need a **RealMe login**, not a **RealMe verified identity**. The RealMe site shows both options, which can be confusing—just the login is required for portal access.
- In RealMe, **click the “  Log in ” button** to be directed to set up your RealMe login.
- A RealMe login will be required to access the portal even if you are currently going through a tender process.

Once your registration for the Supplier Portal is successfully submitted, the Supplier Team will review and approve your application. After approval, you will receive a “**Welcome Email**” containing a link to the portal. You will use your “**RealMe username and password**” to log in.

Prospective supplier registration

Follow the steps below to begin the supplier registration:

Step	Action
1.	Click on the Supplier Registration URL Link
2.	<p>When you click on the provided URL link the supplier registration landing page will appear, allowing you to proceed with the registration process.</p> 
3.	<p>Enter your email to get a one-time access code</p> <p>Click on the  button.</p> <p>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.</p>
	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 system 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 NAC_Suppliers@msd.govt.nz for assistance.

Step 1: Company Details

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

Step	Action
1.	<p>Provide the necessary details of your Company in the designated fields. Please note that any field marked with an "🚫 Enter a value." statement is mandatory and must be completed.</p>
2.	<p>Once you have filled in the required information, verify that all mandatory fields have been properly filled.</p> <ul style="list-style-type: none"> • 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.	<p>Complete the applicable "Additional Information" fields.</p>

4.	<p>Relevant documents can be added to the documents section.</p> <div> <p>Attach tax, insurance, and other relevant documents</p> <div> <p>Drag and Drop</p> <p>Select or drop files here.</p> </div> <div> <input type="text" value="URL"/> <input type="button" value="Add URL"/> </div> </div>
<input checked="" type="checkbox"/>	<p>Click on the Continue button to proceed to the next step of the registration process.</p>

Step 2: Contacts

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

Step	Action
1.	<p>Add your contact details,</p> <div> </div>
2.	<p>The “administrative contact” will receive general communications from us.</p> <div> <p>Is this an administrative contact? Administrative contact will receive general communications from us. <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Does this contact need a user account? User accounts will provide online access to supplier transactions and self-service tasks. <input checked="" type="radio"/> Yes <input type="radio"/> No</p> </div> <p>Select “no” to deactivate.</p>


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	First Name	Middle Name
	Required	
Last Name	Email	Job Title
Required	Required	
Country NZ	Mobile +64	
Country NZ	Phone +64	Ext
Country NZ	Fax +64	



At any time, you can edit a contact record by clicking the pencil [Edit] icon.

Contact 1  

Enter contact details. Registration communications will be sent to this contact.

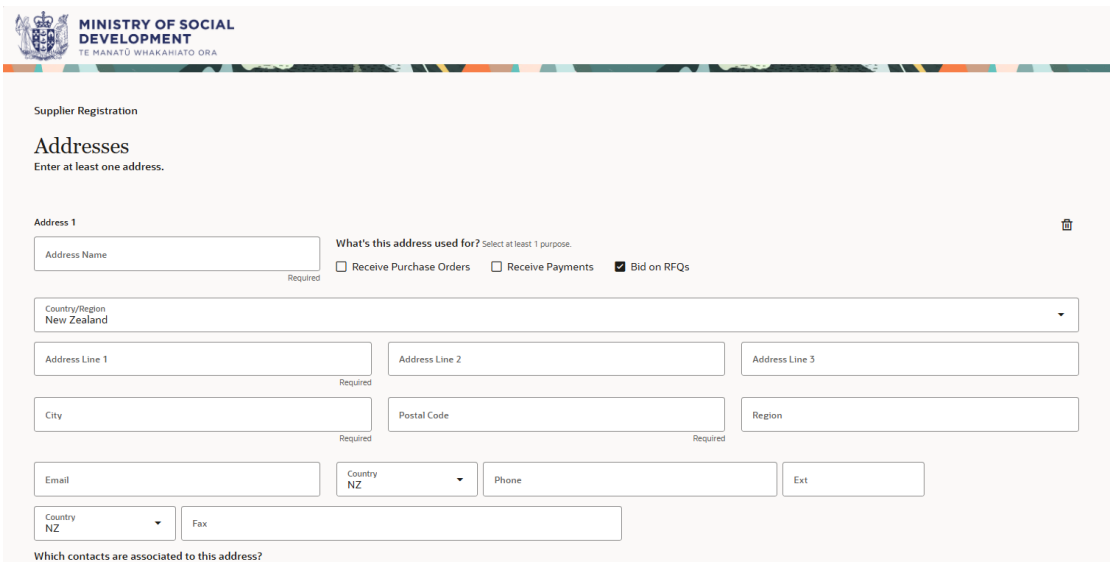
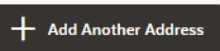

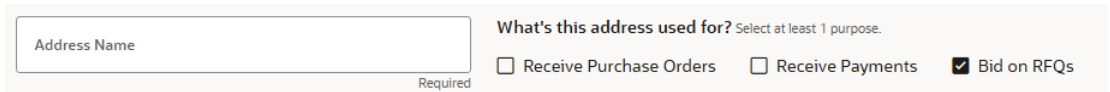
Salutation Mr.	First Name Test for	Middle Name
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Click on the **Continue** button to proceed to the next step of the registration process.

Step 3: Addresses

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

Step	Action
1.	<p>Complete the address fields, make sure to provide accurate and complete address information.</p> <ul style="list-style-type: none"> Address Name <ul style="list-style-type: none"> 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. 
2.	Select all the contacts loaded associated to each address added by clicking on the tick box next to each contact
3.	<p>To add multiple addresses, click the  for each additional address. This will create a new section for each address. Repeat as needed.</p>
	<p>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.</p> 



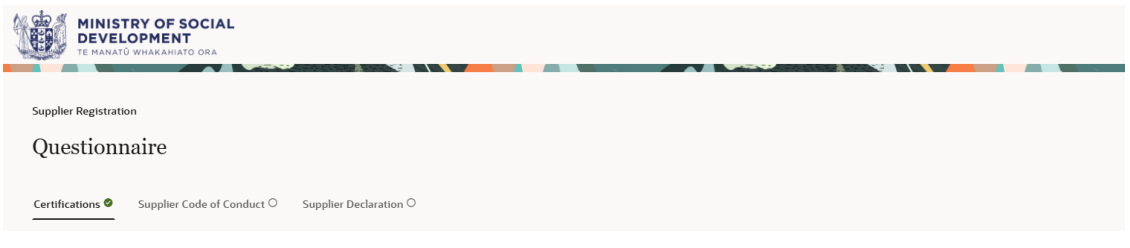
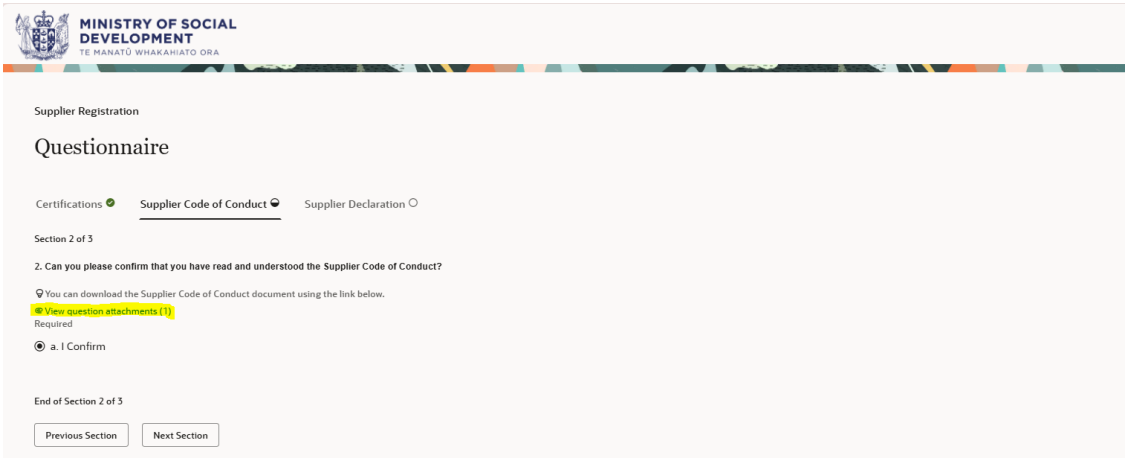
Click on the **Continue** button to proceed to the next step of the registration process.

Step 4: Products and Services

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

Step	Action						
1.	<p>the category of your service from the dropdown arrow or alternatively type in the search bar to find products and services.</p> <p>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.</p> <p>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.</p>						
2.	<p>Select the tick box next to each applicable category.</p> <div><p>Supplier Registration</p><h3>Products and Services</h3><div><input type="text" value="Search by category or description"/></div><div><div>1 selected</div><div>View Selected</div><div>Clear Selected</div></div><table><thead><tr><th>Category</th><th>Description</th></tr></thead><tbody><tr><td><input type="checkbox"/> Commercial</td><td></td></tr><tr><td><input checked="" type="checkbox"/> Accommodation</td><td>Accommodation</td></tr></tbody></table></div>	Category	Description	<input type="checkbox"/> Commercial		<input checked="" type="checkbox"/> Accommodation	Accommodation
Category	Description						
<input type="checkbox"/> Commercial							
<input checked="" type="checkbox"/> Accommodation	Accommodation						
3.	<p>Click Save to confirm your selection.</p>						
	<p>Click on the Continue button to proceed to the next step of the registration process.</p>						

Step 5: Questionnaires

Step	Action
1.	<p>There are 3 sections to complete:</p> <ul style="list-style-type: none"> - Certification - Supplier Code of Conduct - Supplier Declaration 
2.	<p>Section 1 Certifications</p> <ul style="list-style-type: none"> • 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 Required Add Attachments (0) icon to upload the certifications and other affiliated documents.
3.	<p>Navigate to Section 2 Supplier Code of Conduct</p> <ul style="list-style-type: none"> • Read and carefully review the Supplier Code of Conduct. OR • Click on "view question attachments (1)" 

4. Download the Supplier Code of Conduct

MINISTRY OF SOCIAL DEVELOPMENT
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Supplier Registration
Questionnaire

Certifications ☒ Supplier Code of Conduct ☒ Supplier Declaration ☐

Section 2 of 3

2. Can you please confirm that you have read and understood the Supplier Code of Conduct?

☐ You can download the Supplier Code of Conduct document using the link below.
[View question attachments \(1\)](#)
Required

☒ a. I Confirm

End of Section 2 of 3

Previous Section Next Section

Attachments for question 2

Supplier Code of Conduct Last updated on 4/04/2025 56.65 KB

5. Confirm that you have read and understood the Supplier Code of Conduct by selecting " ☒ a. I Confirm ".

6. Navigate to **Section 3 Supplier Declaration**

- Read and carefully review the provided declaration.
- Confirm that you have understood and agree to the statements presented.
- Provide your name and designation in the designated text field box.

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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 pre-approved panel of suppliers or a legally binding contract. The Ministry is not obligated to contract any work with your organization.

By agreeing to this declaration, the user represents and confirms that they have been authorized by the organization to make this declaration on its behalf.

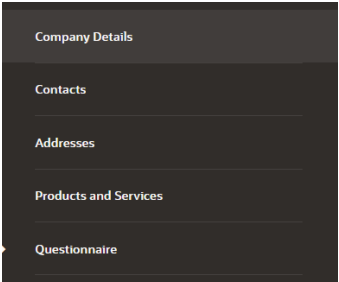

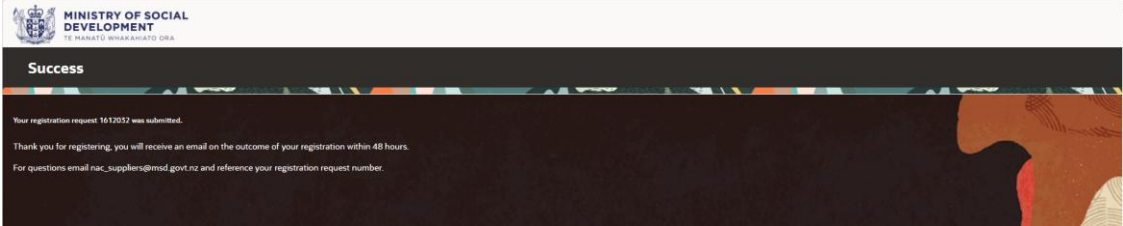
Required

☒ a. I Agree
☐ b. I Disagree

3.a.1. Please provide Name and Designation:
Required

End of Section 3 of 3

Previous Section Next Section

7.	<p>Review each section by clicking on the section names on the right-hand side. This will take you directly to that section, allowing you to verify the information is accurate and complete.</p>  <p>Click the Submit button.</p>
	 <p>Congratulations! You have completed the supplier registration process.</p>

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.