

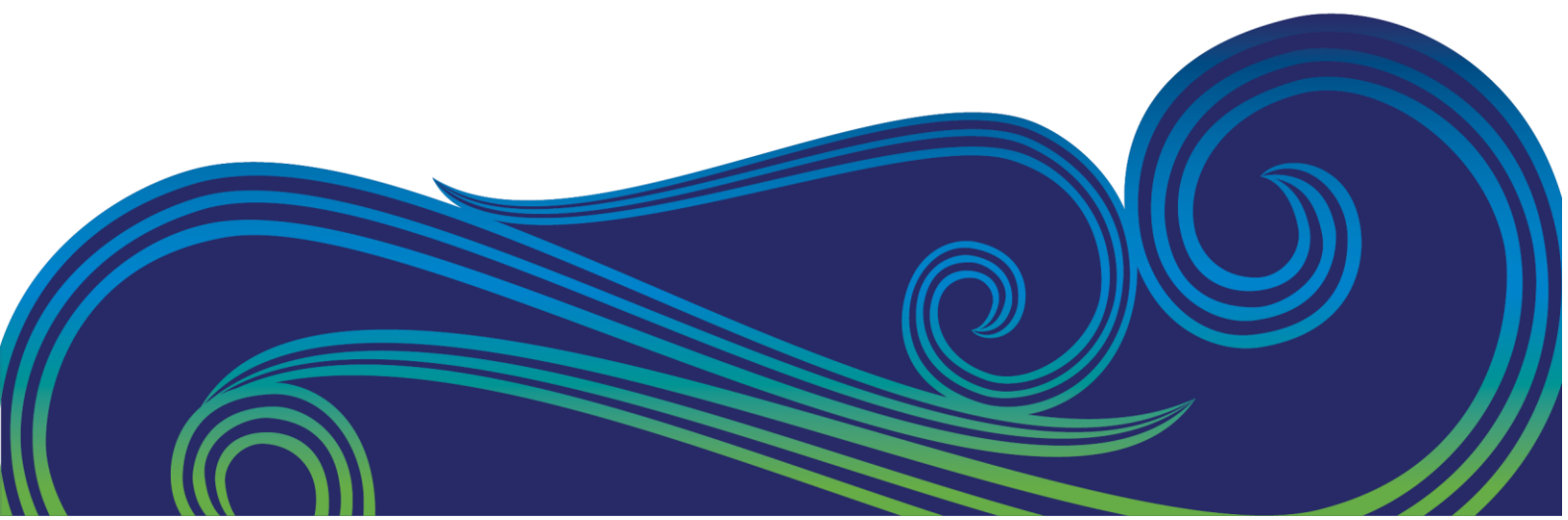


**MINISTRY OF SOCIAL  
DEVELOPMENT**  
TE MANATŪ WHAKAHIATO ORA

# Supplier/Partner Registration

User Guide for Suppliers/Partners

**December 2025**



# Contents

<b>Glossary</b> .....	3
About this guide .....	4
Overview 4	
Icons used in this guide.....	4
Prospective supplier registration .....	5
Step 1: Company details .....	6
Step 2: Contacts .....	7
Step 3: Addresses .....	9
Step 4: Products and Services.....	10
Step 5: Questionnaires.....	11
What's next?.....	13
Step 6: Creating a portal account .....	14
Step 7: Becoming spend authorised .....	18
What's next?.....	18

## Glossary

<b>Weka</b>	<b>Description</b>
<b>Contract</b>	A legally binding agreement between the Ministry and a supplier/partner, specifying the terms and conditions for the provision of goods or services.
<b>Closed Tender</b>	A competitive procurement process limited to a pre-selected group of known suppliers/partners from a government or internal panel.
<b>Negotiation</b>	In the system, it refers to the RFx/sourcing process.
<b>Open Tender</b>	An advertisement inviting all suppliers/partners to participate in the tender process. All open tenders will be advertised on GETS (Government Electronic Tenders Service) where suppliers/partners will be directed to submit their responses in the system.
<b>Purchase Order (PO)</b>	A formal document issued by the buyer to the supplier/partner, confirming the buyer's intention to purchase specific goods or services.
<b>Tender Opportunity</b>	Also known as a 'contract opportunity, is an opportunity for suppliers/partners to submit their bids or proposals in response to a specific request or invitation from a buyer.
<b>Supplier/Partner Portal</b>	The module or platform that suppliers/partners use to manage their procure-to-pay interactions with the Ministry, including accessing tender opportunities, submitting responses, managing contracts, as well as viewing purchase orders, receipts, invoices, and payments. Once you are in the system it is always referred to as the Supplier Portal.

## About this guide

### Overview

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

This guide provides you with the steps to follow to register as a supplier/partner if you are not yet registered, and how to access the supplier/partner portal once you are registered.

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

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

### Icons used in this guide

This user guide 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.


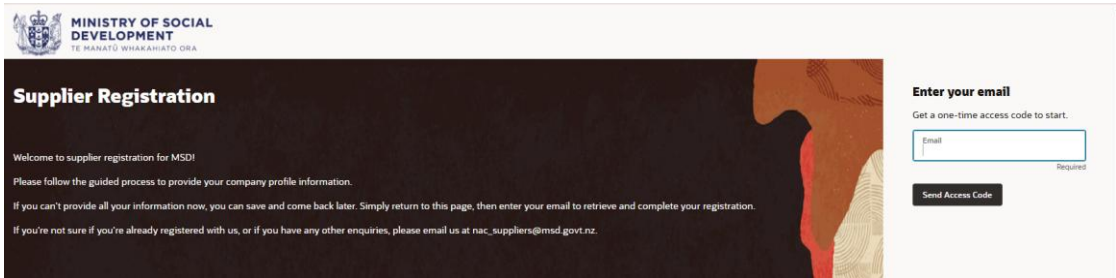
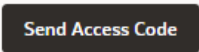



#### Section Completed

Indicates section is complete

## Prospective supplier registration

Follow the steps below to begin the supplier registration:

Step	Action
	<b>Note:</b> the Prospective supplier registration process only applies to new partners, if you are already a registered partner or have existing contracts with MSD, please skip to <a href="#">Step 6 of this guide</a> .
1.	Click on the <a href="#">Supplier Registration URL Link</a>
2.	<p>When you <b>click</b> 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>
	Enter the access code and click on the <b>Continue</b> button to proceed to the next step of the registration process.



There are five sections to complete in the registration process.


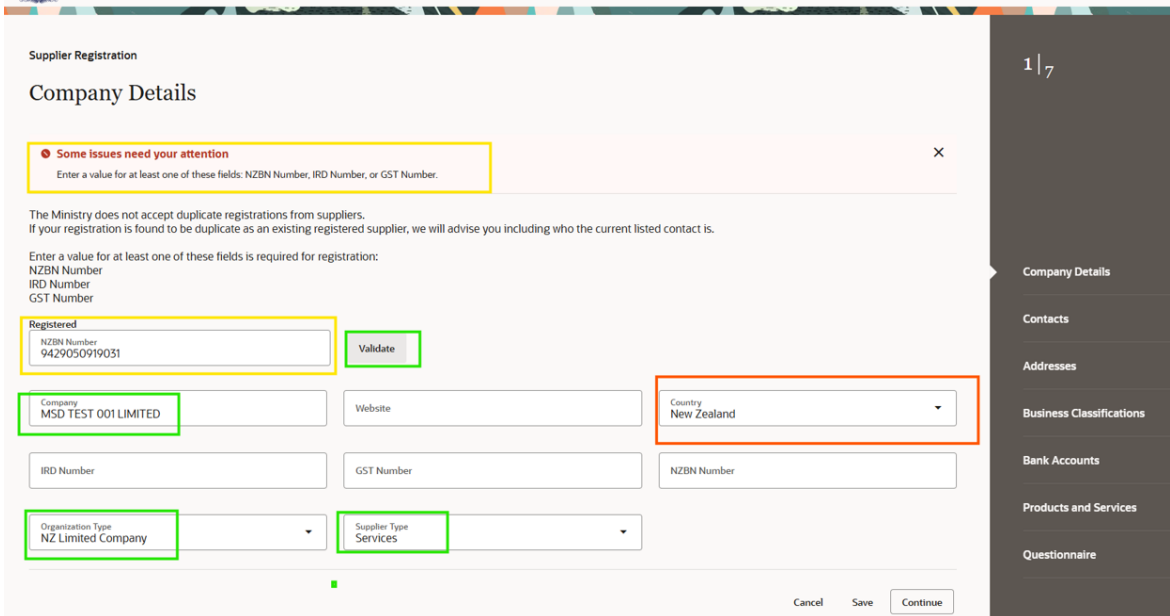
If needed, you can save your progress by clicking on the '**Save**' option. This will allow you to exit the registration process and return to it at a later time.


If the system remains inactive for a while, it will time out. You will be redirected to the home screen, where you can enter your email to receive a new Access Code. Once you have 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](mailto:NAC_Suppliers@msd.govt.nz)

## Step 1: Company details

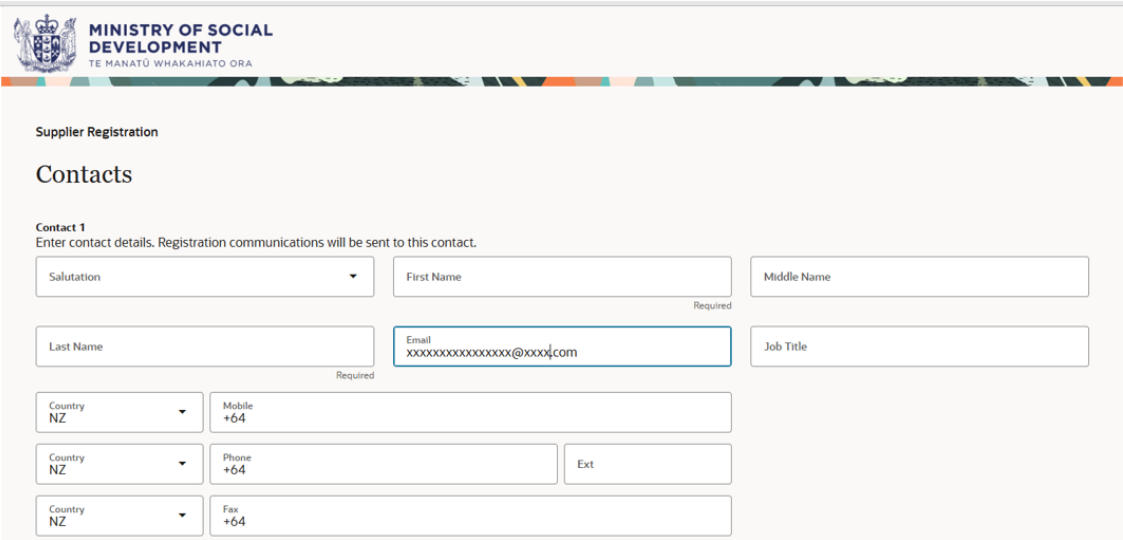
Follow the instructions below to complete step 1 of the supplier registration process.



Step	Action
1.	<p>Provide the necessary details of your <b>Company</b> in the designated fields. Please note that any field marked "Required" or with an "  Enter a value. " statement are mandatory and must be completed. NZBN number should be entered first, as this will pre-populate some information from the NZBN register.</p> <p>Lick on the</p> 
2.	<p>Once you have filled in the required information, verify that all mandatory fields have been properly filled in.</p> <ul style="list-style-type: none"> <li>• Your <b>Company Name</b>: Make sure your company name matches the name that will appear on any potential invoices issued to the Ministry.</li> <li>• <b>NZBN/GST/IR Number</b>: Enter either a New Zealand Business Number (NZBN), Goods and Services Tax (GST) Number, and/or Inland Revenue (IR) Number. It is essential to provide at least one of these identification numbers as the system will not allow you to proceed without it.</li> </ul>

3.	<p><b>Additional Information</b></p> <p><b>Note:</b> Additional Information fields and uploading relevant documents are not required as part of the registration process.</p> <div> <div> Additional Information <div>Government Classification</div> <div>NZBN Classification</div> <div>SME Classification</div> <div>Is your organisation a Māori owned business?</div> <div>Charity Number</div> <div>Company Registration Number</div> <div>Ethnic Affiliation</div> </div> <div> <p>Attach tax, insurance, and other relevant documents</p> <div> <p><b>Drag and Drop</b></p> <p>Select or drop files here.</p> </div> <div> <div>URL</div> <div>Add URL</div> </div> </div> </div>
	Click on the <b>Continue</b> button to proceed to the next step of the registration process.

## Step 2: Contacts

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

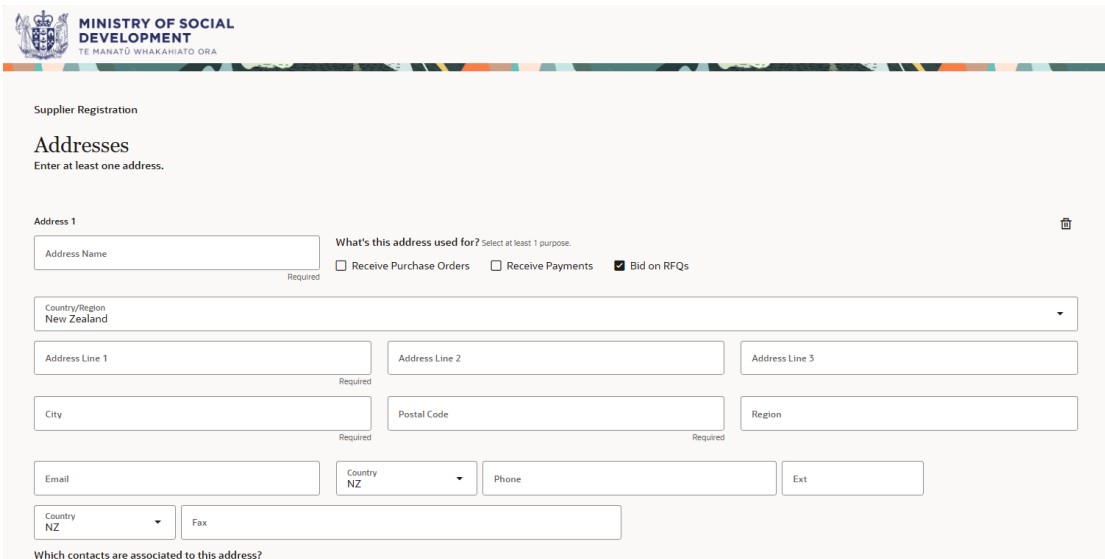
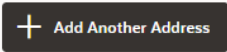

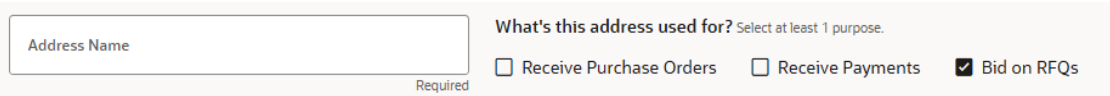
Step	Action
1.	<p>Add your contact details.</p> <div>  </div>
2.	The <b>“administrative contact”</b> will receive general communications from us.

	<div><div><div><div>Is this an administrative contact? <small>Administrative contact will receive general communications from us.</small></div><div><input checked="" type="radio"/> Yes <input type="radio"/> No</div></div><div><div>Does this contact need a user account? <small>User accounts will provide online access to supplier transactions and self-service tasks.</small></div><div><input checked="" type="radio"/> Yes <input type="radio"/> No</div></div></div></div> <div>Select "no" to deactivate.</div>
3.	<div><div><div>What user roles does this contact need? <small>Assign at least 1 user role to specify the responsibilities of the contact.</small></div><div><div><div><input checked="" type="checkbox"/> Supplier Self Service Administrator <small>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.</small></div><div><input checked="" type="checkbox"/> Supplier Sales Representative <small>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.</small></div><div><input type="checkbox"/> Supplier Customer Service Representative <small>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.</small></div><div><input checked="" type="checkbox"/> Supplier Accounts Receivable Specialist <small>Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.</small></div><div><input type="checkbox"/> MSD Self Service Procurement View Invoice <small>MSD Custom Role to allow users to view the supplier invoice</small></div><div><input checked="" type="checkbox"/> Supplier Bidder <small>Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.</small></div></div></div></div><div>Review the available user roles by checking and unchecking the relevant options.</div></div>
4.	<div><div><div>To add multiple contacts, click the <div>+ Add Another Contact</div> for each additional person. This will create a new section for their details, ensuring each contact is properly recorded. Repeat as needed.</div><div><div><div>Contact 2</div><div><div><div>Salutation</div><div>First Name</div><div>Middle Name</div><div>Last Name</div><div>Email</div><div>Job Title</div><div><div>Country</div><div>NZ</div><div>Mobile</div><div>+64</div><div>Country</div><div>NZ</div><div>Phone</div><div>+64</div><div>Ext</div><div>Country</div><div>NZ</div><div>Fax</div><div>+64</div></div></div></div></div></div><div>To add multiple contacts, click the <div>+ Add Another Contact</div> for each additional person. This will create a new section for their details, ensuring each contact is properly recorded. Repeat as needed.</div></div></div>
	<div><div><div>At any time, you can edit a contact record by clicking the pencil [Edit] icon.</div><div><div><div>Contact 1</div><div>Enter contact details. Registration communications will be sent to this contact.</div><div><div><div>Salutation</div><div>Mr.</div><div>First Name</div><div>Test for</div><div>Middle Name</div></div></div></div></div></div><div>At any time, you can edit a contact record by clicking the pencil [Edit] icon.</div></div>
	<div><div>Click on the <b>Continue</b> button to go to the next step of the registration process.</div></div>



## 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> <p><b>Note:</b> if you have previously added in your NZBN number, your address should pre-fill.</p> <ul style="list-style-type: none"> <li> <b>Address Name</b> <ul style="list-style-type: none"> <li>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.</li> </ul> </li> </ul> 
2.	Add all loaded contacts for each address by clicking on the tick box next to each contact
3.	<p>To add multiple addresses, click the  button for each additional address. This will create a new section for each address. Repeat as needed.</p>
	<p>Which physical address is used 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> 



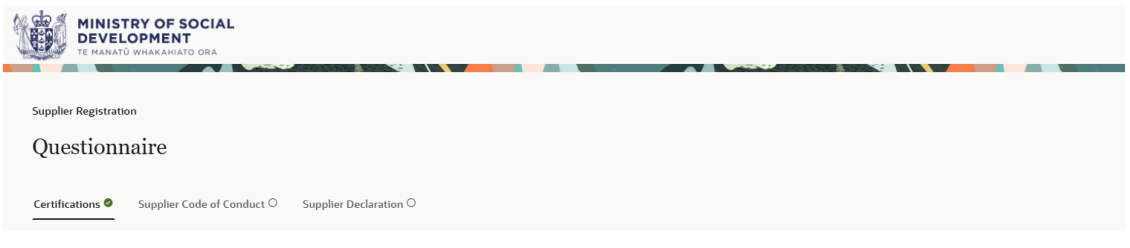

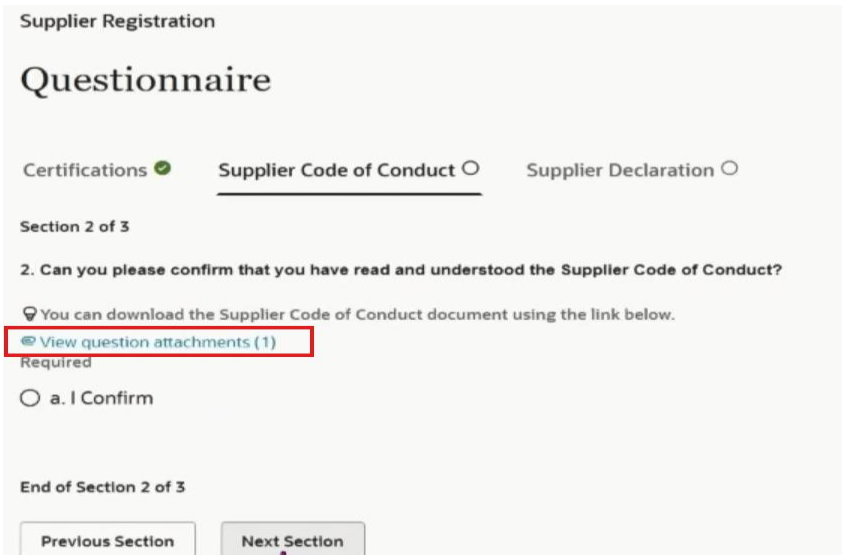
Click on the **Continue** button to proceed to the next step of the registration process.

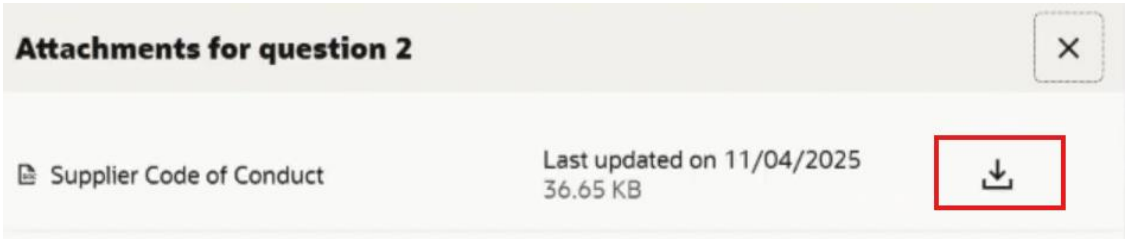
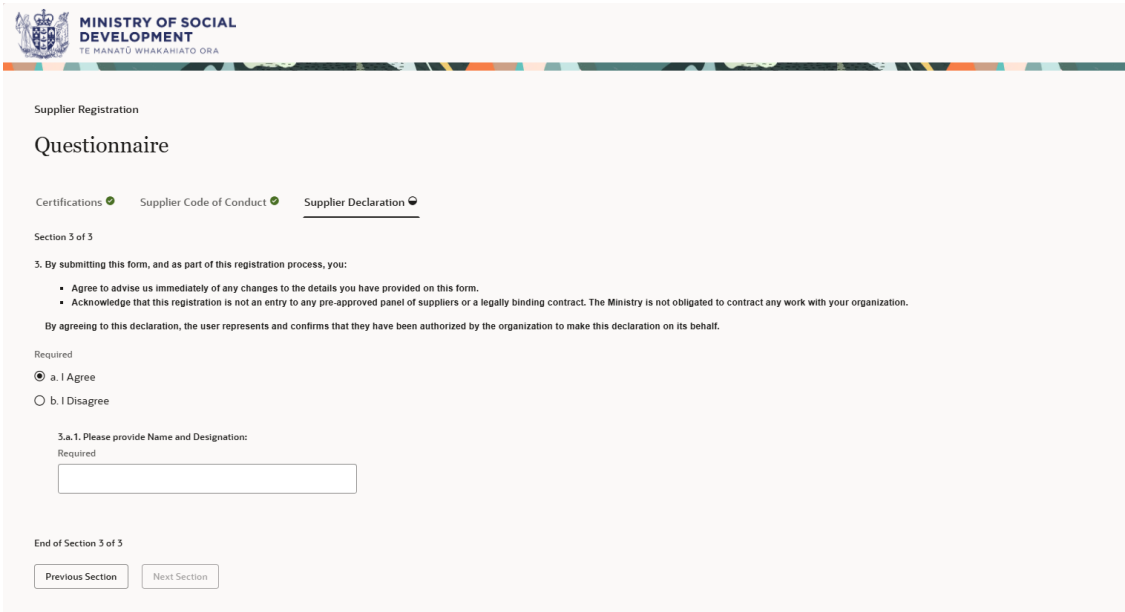
## Step 4: Products and Services

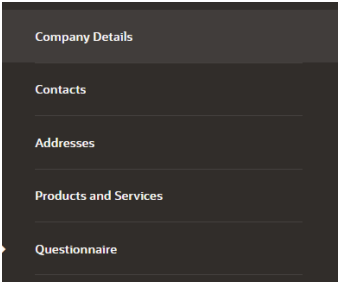

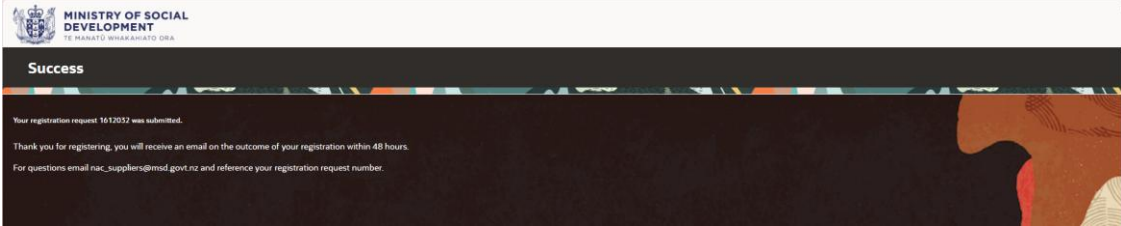
Follow the instructions below to complete step 4 of the supplier registration process.

Step	Action						
	<b>Note:</b> This section is not required to complete the registration process.						
1.	<p>Select the category of your service from the dropdown arrow or alternatively type in the search bar to find products and services.</p> <p><b>Note:</b> Do this first. Do NOT tick the box to the left of the two 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>1 selected <button>View Selected</button> <button>Clear Selected</button></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.	Click <b>Save</b> to confirm your selection.						
	Click on the <b>Continue</b> button to proceed to the next step of the registration process.						

## Step 5: Questionnaires

Step	Action
1.	<p>There are three sections to complete:</p> <ul style="list-style-type: none"> <li>- Certification</li> <li>- Supplier Code of Conduct</li> <li>- Supplier Declaration</li> </ul> 
2.	<p><b>Section 1: Certifications</b></p> <p><b>Note:</b> This section is not required to complete the registration process.</p> <ul style="list-style-type: none"> <li>• List any current certifications or standards associated with your business, such as a Certificate of Incorporation, industry standards/certifications, or insurance.</li> <li>• Ensure that all the information submitted is current by selecting</li> </ul> <p>'Yes', you can click the  icon to upload the certifications and other affiliated documents.</p>
3.	<p><b>Section 2: Supplier Code of Conduct</b></p> <ul style="list-style-type: none"> <li>• Read and carefully review the <a href="#">Supplier Code of Conduct</a>.</li> <li>or</li> <li>• <b>Click</b> on '<b>view question attachments (1)</b>'</li> </ul> 

4.	<p>Download the Supplier Code of Conduct</p> 
5.	<p>Confirm that you have read and understood the Supplier Code of Conduct by selecting ' <input checked="" type="radio"/> a. I Confirm '.</p>
6.	<p>Navigate to <b>Section 3: Supplier Declaration</b></p> <ul style="list-style-type: none"> <li>• Read and carefully review the provided declaration.</li> <li>• Confirm that you have understood and agree to the statements presented.</li> <li>• Provide your name and designation in the designated text field box.</li> </ul> 

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 <b>Submit</b> button.</p>
	 <p>You are now registered as a Prospective Supplier.</p>

## What's next?

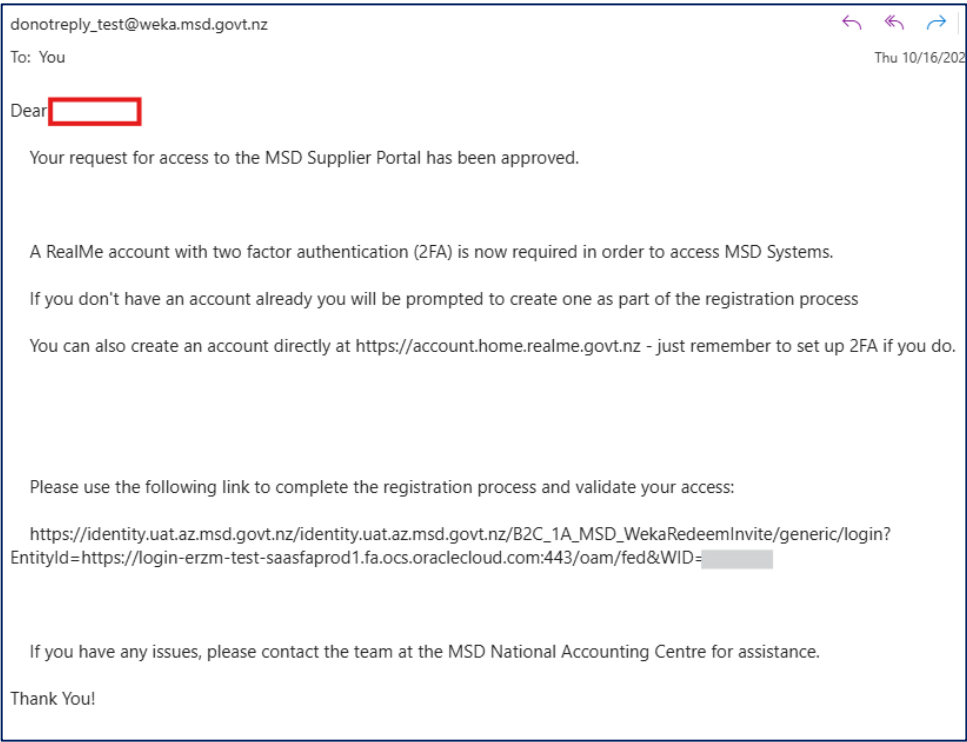
The Ministry will receive your prospective supplier registration application and begin the review process. Typically, this review takes approximately 48 hours.

Should you have any further inquiries or need assistance, please don't hesitate to contact us.

After your registration has been approved, you will then need to create a portal account – see [step 6](#).

## Step 6: Creating a portal account

Once registration has been approved, you will then be given the opportunity to access the Supplier/Partner portal. First, a portal account needs to be created.

Step	Action
1.	<p>You will have received an email giving instructions on how to create the portal account.</p> <div></div> <p>Click the HTTP link in the email or copy and paste the link into your internet browser.</p>
2.	<p>The link will take you to a screen to verify your email address.</p> <p>A 6-digit code will be emailed to you – enter this code into the text box and click '<b>Verify code</b>'.</p>

	<div><div><div><div><div>Ministry of Social Development Supplier Portal</div></div><div><div><div><div>Welcome to the Weka Supplier Portal registration</div><div><div>To complete your registration, you'll need a valid RealMe account. First we will need to verify your email address. A 6-digit code has been sent to w*****g@outlook.com</div></div></div><div><div><div><div>Enter your 6 digit code (required)</div><div><div></div></div><div><div>Verify code</div><div>Resend Code</div></div></div><div><div>If you no longer have access to w*****g@outlook.com or experience any issues, please contact NAC Support at <a href="mailto:NAC_Suppliers@msd.govt.nz">NAC_Suppliers@msd.govt.nz</a>.</div></div></div></div></div></div></div></div></div>
	<p>If the code is verified correctly, you can continue onto the RealMe website by clicking the '<b>Continue to Realme</b>' button.</p>
3.	<div><div><div><div><div>Log in with <b>RealMe</b></div><div><div>You've been redirected here so you can log in with RealMe</div><div><div><div>Username</div><div>Password</div></div><div><div>Log in</div></div><div><div>Forgot Username or Forgot Password?</div></div></div></div><div><div><div>Create a <b>RealMe</b> login</div><div><div>To access this service you need a RealMe login.</div><div><div>You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security.</div></div><div><div>Create a RealMe login</div></div></div></div></div></div><p>Remember to set up two factor authentication as this is required to access the portal. A mobile number or an authenticator app can be used. For guidance on creating a RealMe account and setting up two factor authentication, visit <a href="#">Help – RealMe</a></p></div></div></div>
4.	<p>Once set up in RealMe, you will be taken to a screen confirming completion of supplier registration.</p>

## You have completed your registration

Please login to the MSD Supplier Portal. You will need to re-enter your RealMe credentials.

[MSD Supplier Portal Login →](#)

Click the 'MSD Supplier Portal Login' button. This link will take you to the portal login page. Click Partner/Supplier Login

## Welcome to MSD's Secure Access Login

To keep your data safe, we need to confirm it's really you. Please choose a log in method to secure your credentials.

Login using a RealMe® account.

[Partner/Supplier Login](#)

For MSD Staff, login to Weka here.

[MSD Staff Login](#)

4. Enter your RealMe username and password.  
Then, click the '**Login**' button.



5.	<div>Enter multi-factor authentication code from code generator or text message, then click '<b>Confirm Code</b>'</div> <div><div>Security Check</div><div>Enter the 6 digit RealMe Code from your authenticator app</div><div><div>Confirmation Code</div></div><div><div>Confirm Code</div></div><div><div>Cancel</div></div></div>
<input checked="" type="checkbox"/>	<div>Congratulations! You have completed the supplier registration process.</div>

## Step 7: Becoming spend authorised

'Spend authorised' is a supplier/partner who has an active contract with MSD or has been successful in the procurement tender process.

Step	Action
1.	To become spend authorised (if you are not already), you must submit bank account verification to your relationship holder or the procurement owner at MSD. This can be done via email, or in the portal's <b>Manage Profile</b> section – see the Navigating the Supplier Portal User Guide for steps.

## What's next?

MSD's National Accounting Centre (NAC) team will verify the bank account information and update the partner record, making the partner record spend authorised. The verification stage may take 24 hours, if you have any questions, you can contact [NAC\\_Suppliers@msd.govt.nz](mailto:NAC_Suppliers@msd.govt.nz)