

# Registering as a supplier

To register as a supplier you need to provide some basic information and create a RealMe login. If you already have a RealMe login, you are encouraged to use it and link it to your GETS account.

From the GETS homepage select Create New Account.

The screenshot shows the GETS.GOV.TZ homepage. On the left, there is a dark blue sidebar with the text 'ONLINE SERVICES'. Under this heading, the following links are listed: 'Create New Account' (circled in red), 'Purchaser Login', 'Supplier Login' (with a RealMe logo), 'Current Tenders', 'Late Tenders', 'Closed Tenders', 'Awarded Tenders', 'Reports', and 'Help'. The main content area has a header with the GETS logo and the text 'Welcome to the New Zealand Government Electronic Tenders Service (GETS)'. Below this, there is a table titled 'Current Tenders' with columns for 'RFx ID', 'Reference #', 'Title', 'Tender Type', and 'Close Date'. The table contains five rows of tender information.

You will go to a section Register as a Supplier. Please take time to read the information on registering in GETS. Click the Register link at the bottom of the page.

The screenshot shows the 'Register as a Supplier' page. The page is divided into two main columns. The left column contains the 'ONLINE SERVICES' menu (with 'Create New Account' highlighted) and a 'POLICIES & INFORMATION' section with links for 'Terms and Conditions of Use', 'User Guides', 'Frequently Asked Questions', 'Government Procurement', and 'Additional Links'. The right column contains the 'Register as a Supplier' heading and detailed instructions. The instructions include: 'YOU ARE ENCOURAGED TO READ THE USER GUIDES AND PREVIOUSLY ASKED QUESTIONS SECTIONS WHICH PROVIDE MORE DETAILS ON HOW TO REGISTER ON GETS, MANAGE YOUR ACCOUNT AND FOLLOW AND RESPOND TO TENDERS.', 'Anyone can register as a user on GETS and the process is very simple. To use GETS you will need to accept the GETS Terms and Conditions of Use, supply some basic information and create a RealMe login.', 'The GETS we require' (listing business name, address, and contact info), 'When you enter your business name GETS will start to search through existing registrations to see if your business is already registered.', 'The first person to register will become the account owner for that business.', 'You will receive an email with a link which you will need to follow to confirm your account activation.', 'RealMe' (instructions on linking existing RealMe logins), 'Using GETS' (instructions on logging in and updating categories), and 'GETS uses the United Nations Standard Products and Services Classification (UNSPSC) system to identify the categories of products, it is an internationally recognised standard for identifying goods and services.' At the bottom of the page, there is a 'REGISTER' button circled in red.

You create your supplier account in this section, by entering your business name and business contact information. If you are registering as an individual, you can use your own name or trading name as the business name. Fields marked with an asterisk must be completed.

You may also enter some basic details about your organisation in the capability description field. Simple key words are best, as they are the most likely to be used by purchasers searching for products or services.

Once you have entered your details, complete the verification at the bottom of the page and click Next.

**ONLINE SERVICES**

- Create New Account
- Purchaser Login
- Supplier Login 
- Current Tenders
- Late Tenders
- Closed Tenders
- Awarded Tenders
- Reports
- Help

**POLICIES & INFORMATION**

- Terms and Conditions of Use
- User Guides
- Frequently Asked Questions
- Government Procurement
- Additional Links
- Feedback / Contact Us

### Create supplier account

*Fields marked with an asterisk(\*) are mandatory*

#### Business Information

Business Name \*

NZBN

Business Email

Business Phone

Business Fax

Website

Number of Employees

Capability Description

#### Business Address

Street \*

City \*

State/Province

Postcode/Zipcode \*

Country \*

Time Zone \*

**Next >**

You will then be asked to either login using an existing RealMe account or to create a new one.

NEW ZEALAND | GETS.GOV.T.NZ

You have been transferred here from GETS so you can login with RealMe®. [Return to GETS](#)

**Real me**

Username [I forgot my username](#)

Password [I forgot my password](#)

**Login**

### Create a RealMe login

To access this service you need a RealMe login.

This will give you access to a range of services with a single username and password, and much more. You only need one RealMe login and it's designed to protect your privacy and security.

**Create your RealMe login now**

Once you have created your RealMe account, click the Continue button to return to GETS and complete your registration.

NEW ZEALAND | GETS.GOV.T.NZ

**Real me**

### Your RealMe login is ready

✓ You can now use this one login to access lots of different online services.

**We've sent you an email.**

Did you realise you can do other useful things with RealMe®? Like being able to prove who you are online, without needing to visit a branch or office every time! You only need to reverify your identity once every five years. Check your email to find out more.

You need to return to GETS where you will be logged in.

**Continue**

## IMPORTANT

Please note that there is no need to verify your RealMe account to use GETS.

To complete your registration you need to provide your contact details.

Please ensure you enter the correct email address because:

- this is where your account activation email will be sent and the email contains a link that you must use to complete the registration process
- it will also be used to notify you of any opportunities that match your selected categories and regions.

Once you have completed this section, click Next.

**Individual User Account Details**

*Fields marked with an asterisk(\*) are mandatory*

Given Name

Surname

Email

Telephone Number

Facsimile

**Terms and Conditions**

[Terms and Conditions of Use](#)  
(link opens in new tab or window)

I Agree to the Terms and Conditions of Use

Clear All Cancel **Next >**

You will see a message that your account has been created and an activation email has been sent to your registered email address. This is the email address you entered in your account details.

**Account created**

Your account has been created in GETS however before you can use it, it needs to be activated. An activation email has been sent to your registered email address: [REDACTED]. Please follow the instructions in this email to activate your account.

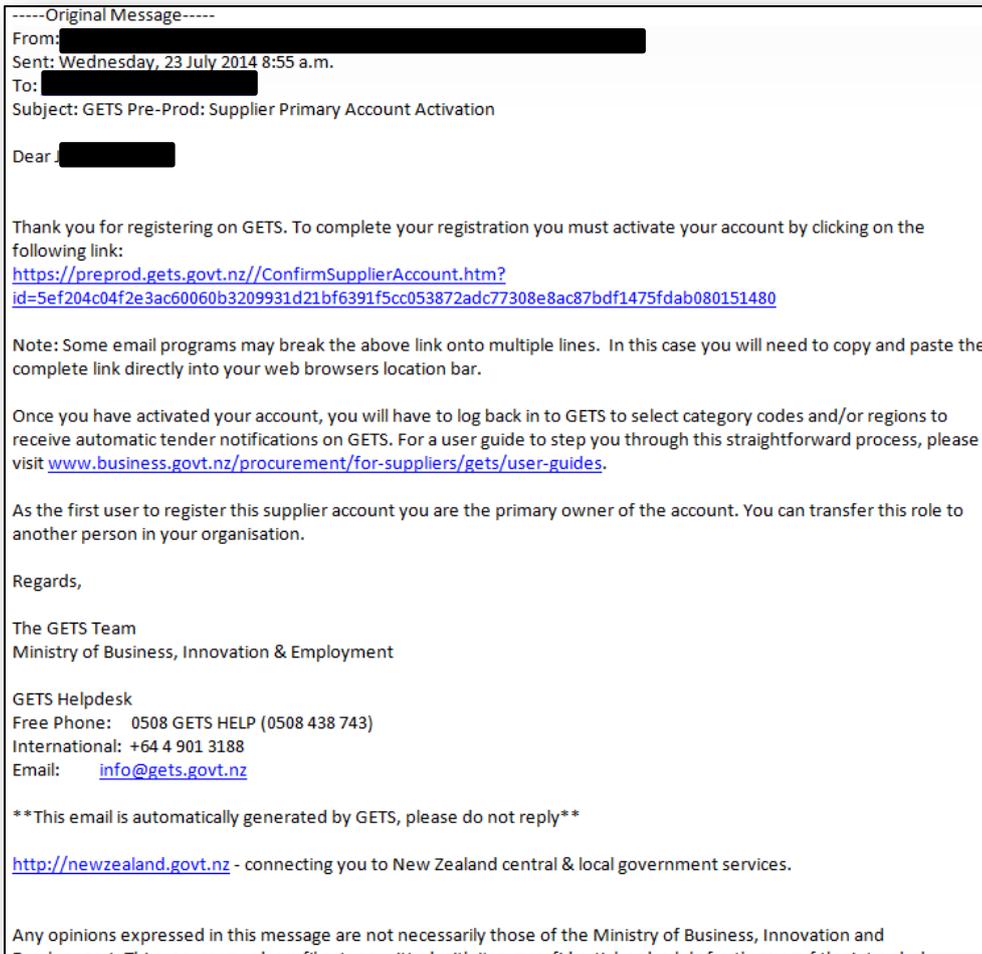
If you do not receive the activation email within the next few minutes please check the following:

- Ensure that the email address shown above is correct.
- If you use SPAM mail filtering check that the email hasn't mistakenly been identified as SPAM
- Request that the activation email be re-sent by clicking [here](#)

If you have tried all of the above and you are still not able to activate your account then please contact the GETS Helpdesk at:

Phone: 0508 GETS HELP (0508 438 743), International: +64 4 901 3188  
Email: [info@gets.govt.nz](mailto:info@gets.govt.nz)

You will receive an email with the link that is used to activate your account.



To activate your account, click the link or copy and paste it into your browser's location (URL) bar.



**Your account is now active.** Click OK to go to the GETS homepage where you can login using your RealMe account.