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.

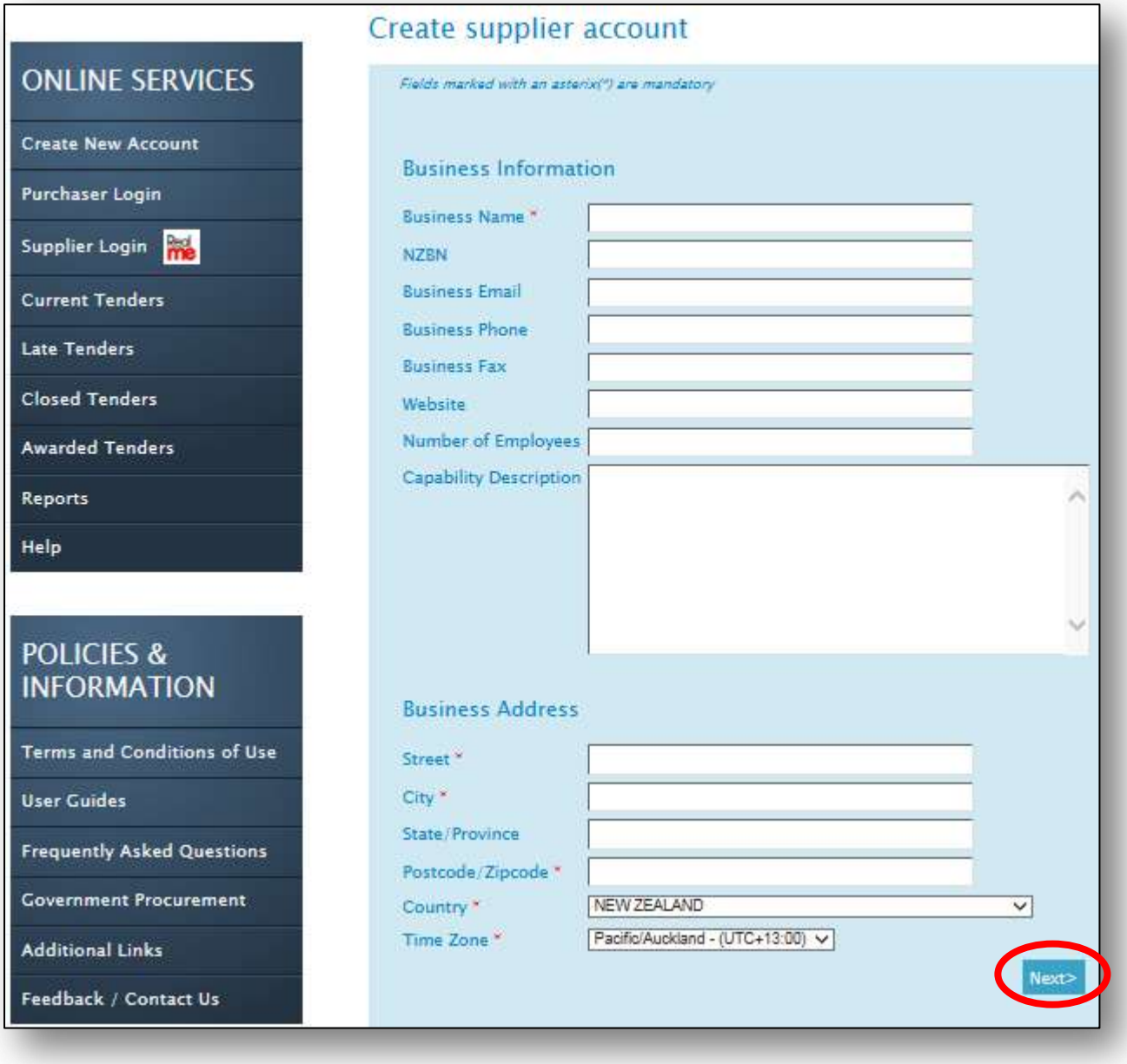
From the GETS homepage select Create New Account.

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.

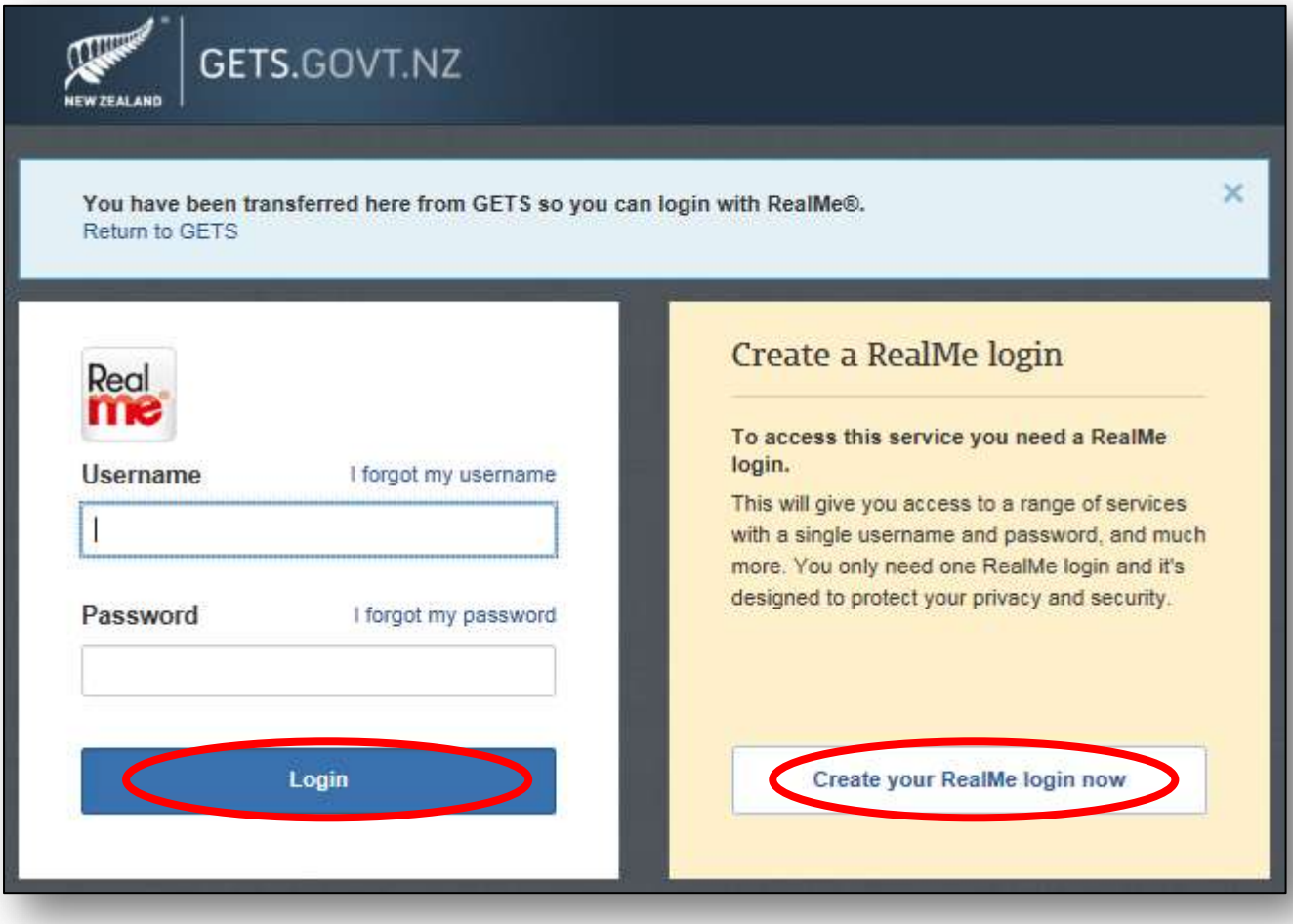
You create your supplier account in this section, by entering your business name and business contact information. If you are registering as an individual, you can use your own name or trading name as the business name. Fields marked with an asterisk must be completed.

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.

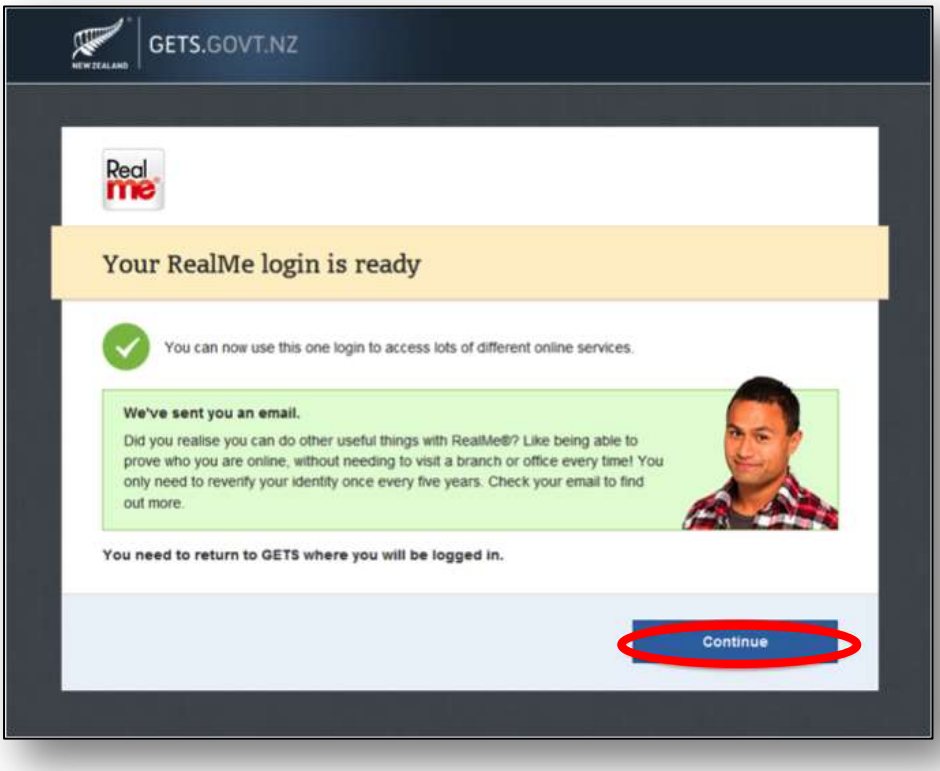
Once you have entered your details, complete the verification at the bottom of the page and click Next.



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



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



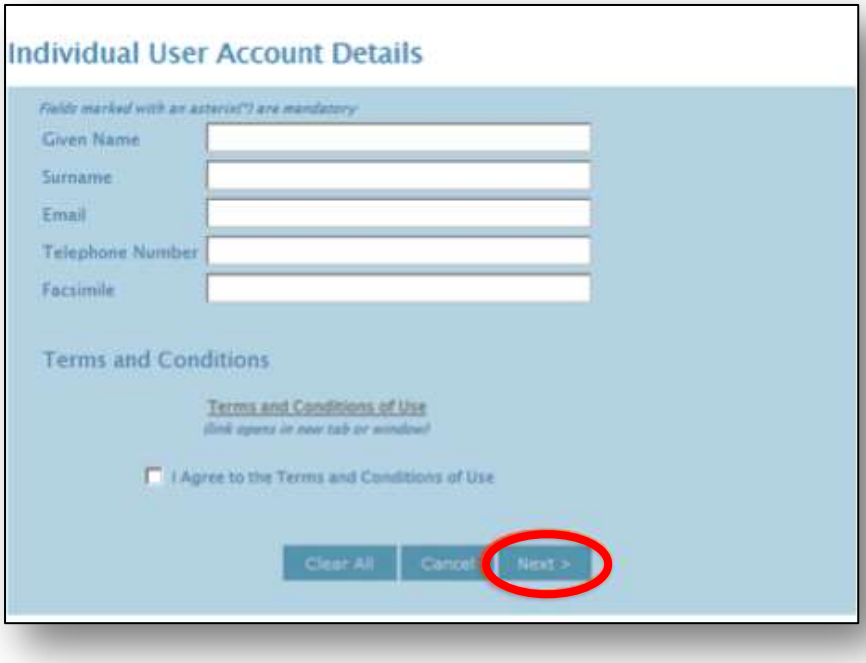
IMPORTANT
Please note that there is no need to verify your RealMe account to use GETS.

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

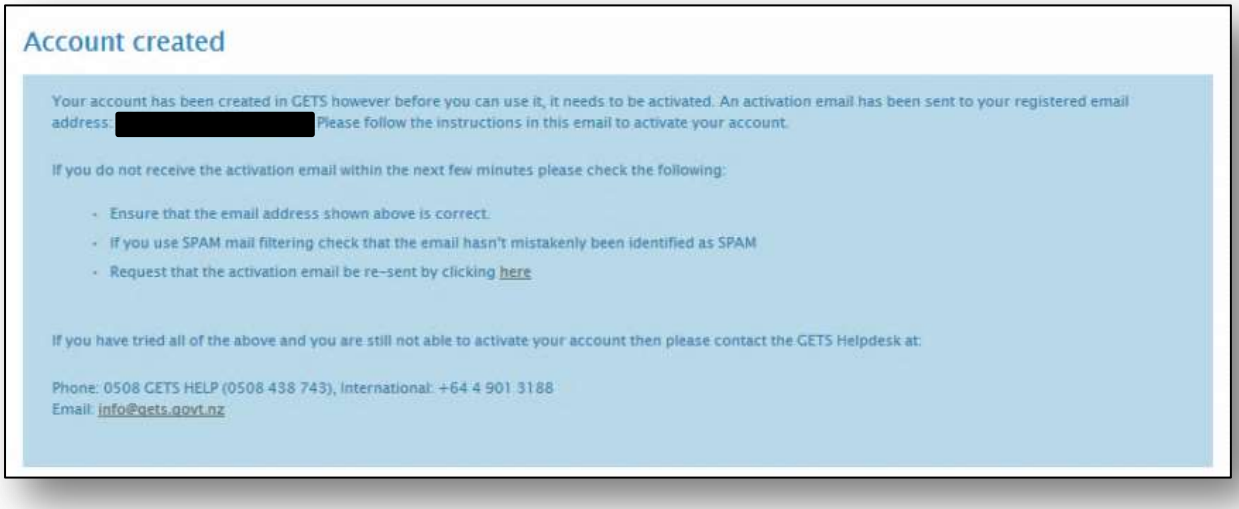
Please ensure you enter the correct email address because:

- 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.



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.



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

-----Original Message-----
From: [redacted]
Sent: Wednesday, 23 July 2014 8:55 a.m.
To: [redacted]
Subject: GETS Pre-Prod: Supplier Primary Account Activation

Dear [redacted]

Thank you for registering on GETS. To complete your registration you must activate your account by clicking on the following link:
https://preprod.gets.govt.nz//ConfirmSupplierAccount.htm?id=5ef204c04f2e3ac60060b3209931d21bf6391f5cc053872adc77308e8ac87bdf1475fdab080151480

Note: Some email programs may break the above link onto multiple lines. In this case you will need to copy and paste the complete link directly into your web browsers location bar.

Once you have activated your account, you will have to log back in to GETS to select category codes and/or regions to receive automatic tender notifications on GETS. For a user guide to step you through this straightforward process, please visit www.business.govt.nz/procurement/for-suppliers/gets/user-guides.

As the first user to register this supplier account you are the primary owner of the account. You can transfer this role to another person in your organisation.

Regards,

The GETS Team
Ministry of Business, Innovation & Employment

GETS Helpdesk
Free Phone: 0508 GETS HELP (0508 438 743)
International: +64 4 901 3188
Email: info@gets.govt.nz

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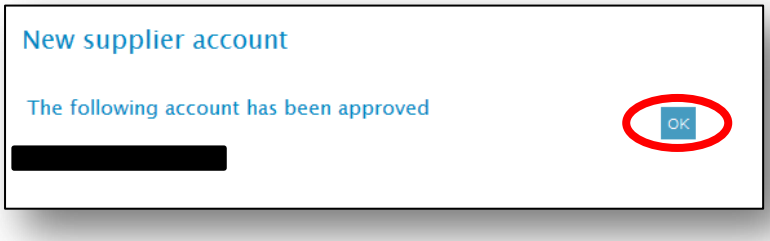
http://newzealand.govt.nz - connecting you to New Zealand central & local government services.

Any opinions expressed in this message are not necessarily those of the Ministry of Business, Innovation and

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.