

Introduction

The City of Mandurah has introduced an online portal for existing and potential suppliers to register an interest in supplying to The City of Mandurah or to request responses to quotations and manage the procurement process in accordance with the Procurement Policy.

Why Register

Registering with the Online Portal ensures that your business is included in supplier lists that relate to the goods and services that you supply.

As a supplier, the Portal provides you with a central place to manage your business with the City of Mandurah. You can access your financial transactions, purchase orders, and contract summaries, update your contact and payment details, submit or update qualifications, respond to reviews, and track your quotes or tenders - all conveniently from one location.

What to Expect

Once registration is confirmed, you will receive an email notification of new opportunities that you are invited to respond to. You will also be able to access this portal to:

- Submit responses for the supply of goods, services and works
- Receive notification of any new procurement opportunities
- Maintain your contact details

If you are successful with your submission, you will be upgraded to a creditor account and have additional functionality including:

View your contracts with the City of Mandurah

- Update and/or renew organisation qualifications
- View financial transactions, purchase orders and remittance advices
- Update contact and payment information

How to Register

Either by self-registering on the Supplier Portal by following the steps below; alternatively, an invitation will be issued by The City for specific procurement relevant to the Suppliers category.

- Use your **work email** (e.g., john@XYZHomes.com). If you have already registered as an organisation on The City's portal, you **cannot** use the same email address.
- Registration is instant, you just need to verify your email address.
- If you are an existing supplier to the City of Mandurah and wish to **fast track your registration**, please contact our accounts team during office hours to receive an invite to the portal.
 - Financial Services: accounts@mandurah.wa.gov.au

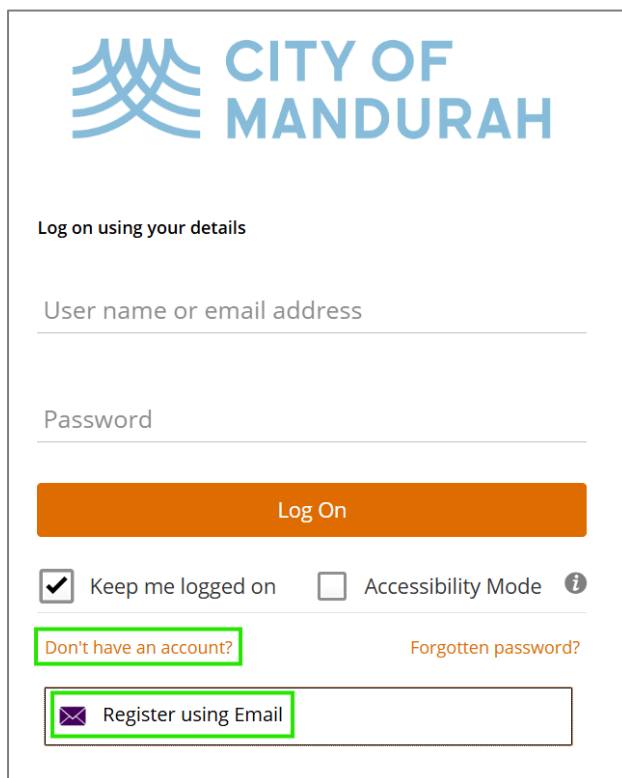
Self-Registration

1. Click on [link to Supplier Portal](#)



You can pin or favourite this URL to your browser for easy access

2. Click on **Don't have an account** then click on **Register using Email**



3. Enter your email address and create a password.

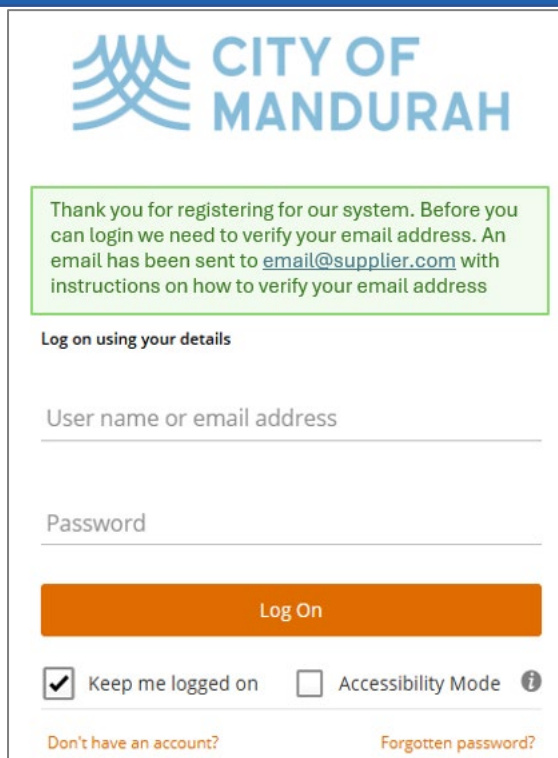


Your password will need to contain at least one (1) Upper Case, Lower Case and Numeric Character and be longer than eight (8) characters.

Information Sheet - Supplier Portal Registration

4. The screen will refresh, requesting further details.

- Enter your details and your organisations information.



The screenshot shows the City of Mandurah Supplier Portal login interface. At the top is the City of Mandurah logo. Below it is a green-bordered box containing a thank-you message and verification instructions. The main section is titled 'Log on using your details' and contains two input fields: 'User name or email address' and 'Password'. Below these fields is an orange 'Log On' button. At the bottom, there are two checkboxes: 'Keep me logged on' (checked) and 'Accessibility Mode' (unchecked), followed by an information icon. At the very bottom are two links: 'Don't have an account?' and 'Forgotten password?'.

Thank you for registering for our system. Before you can login we need to verify your email address. An email has been sent to email@supplier.com with instructions on how to verify your email address

Log on using your details

User name or email address

Password

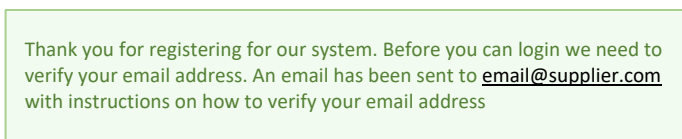
Log On

☒ Keep me logged on ☐ Accessibility Mode ⓘ

[Don't have an account?](#) [Forgotten password?](#)

5.  *Before you can login you will need to verify your email address.*

An email will be sent to your nominated email address with instructions on how to verify your email address.

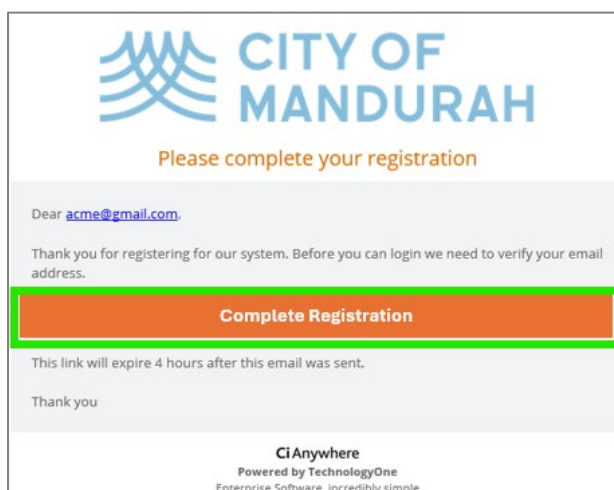


The screenshot shows an email verification message from the City of Mandurah. It contains a thank-you message and instructions to verify the email address, with a link to email@supplier.com.

Thank you for registering for our system. Before you can login we need to verify your email address. An email has been sent to email@supplier.com with instructions on how to verify your email address

6. Locate the email you in your Inbox (*check your junk mail*) and click on the **Complete Registration** button.

Once completed you will now be able to access the Supplier Portal.



The screenshot shows an email verification message from the City of Mandurah. It contains a thank-you message and instructions to verify the email address, with a link to email@supplier.com. The 'Complete Registration' button is highlighted with a green border.

City of Mandurah

Please complete your registration

Dear acme@gmail.com,

Thank you for registering for our system. Before you can login we need to verify your email address.

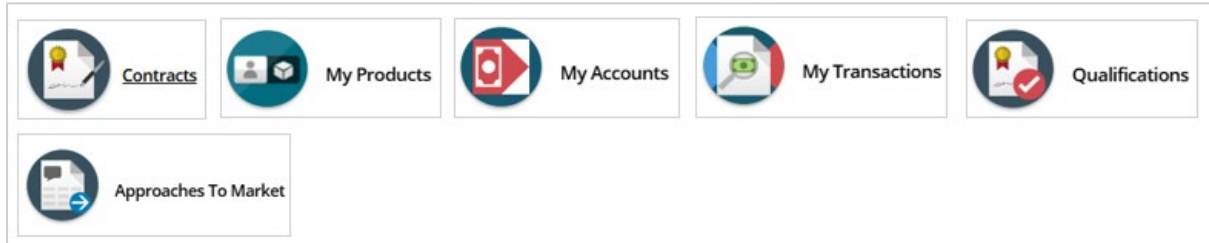
Complete Registration

This link will expire 4 hours after this email was sent.

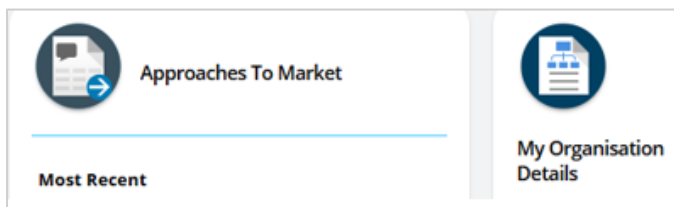
Thank you

CiAnywhere
Powered by TechnologyOne
Enterprise Software, incredibly simple

Access for Existing Suppliers



Access for New Suppliers



Terms and Conditions

Use of the Supplier Portal is subject to the Portal Use Conditions.

Support

If you experience access issues or require support, please email: tenders@mandurah.wa.gov.au.

Further helpful resources can be found on the City's website [here](#).