



# Supplier Registration

## User Instructions



**Waikato  
Waters**

Healthy Water, Healthy People  
Te Mana o Te Wai, Te Mana o Te Tangata

# Supplier Portal

Use the Supplier Portal to:

- Register a supplier account
- View your account details
- Add contacts
- Change details including bank details
- View transactional data including:
  - Purchase orders
  - Invoices
  - Payments
- View our trading terms & conditions
- Contact us


The screenshot shows the 'Supplier Portal' interface. At the top left is a hamburger menu icon and the text 'Supplier Portal'. Below this is a 'Quick Links' section with three items: 'Sign In' (with a target icon), 'Register as a Supplier' (with a person icon), and 'Contact Us' (with a speech bubble icon). To the right of the 'Sign In' link is a callout box: 'Click to sign in once you have registered, by entering your registered email address & password'. To the right of the 'Register as a Supplier' link is a callout box: 'Click to start a registration'. Below the 'Contact Us' link is a callout box: 'Click to send us an email if you have questions about the registration process'. On the right side of the portal is a 'Welcome' section with the 'Waikato Waters' logo and the URL 'https://www.waikatowaters.co.nz/'. Below the URL is a callout box: 'Click to go to our website'.

# Portal navigation

The screenshot displays the 'Supplier Portal' interface. On the left is a vertical navigation menu with icons for home, dashboard, reports, and other functions. The main content area is split into two columns. The left column, titled 'Profile', shows the user's name 'Supplier 10 - Watkins WasteWater Services' with a callout box pointing to it that says 'Click to view your supplier account'. Below this are contact details: 'Contact: Wendy Watkins', 'Phone: +64 021304050', 'Mobile: +64 021304050', and 'Email: wendy@wwws.co.nz'. The right column, titled 'Welcome', features the 'Waikato Waters' logo and the website URL 'https://www.waikatowaters.co.nz/'.

Supplier Portal

### Profile

 [Supplier 10 - Watkins WasteWater Services](#)

**Contact:** Wendy Watkins


**Phone:** +64 021304050

**Mobile:** +64 021304050

**Email:** wendy@wwws.co.nz

*Click to view your supplier account*

### Welcome

 **Waikato Waters**

<https://www.waikatowaters.co.nz/>

# Portal navigation

The screenshot displays the Supplier Portal interface for Wendy Watkins. The left sidebar contains navigation options: Search, Events And Responses, Order Management, Contracts, Other Processes, My Account, Inbasket, Notifications, Report Catalogue, Sign Out, and More. The main content area is titled 'Supplier - Watkins WasteWater Services' and includes a navigation menu with 'Main', 'Banking', 'Evaluations', and 'Metrics'. The 'Main' section is divided into two columns. The left column shows contact details for Wendy Watkins, including email, phone, mobile, and mailing address, with an 'Edit' button. The right column contains several informational cards: 'Profile' with a 'Registration Incomplete' warning and a 'Respond to Questions' button; 'Additional Contacts' with a 'No Contacts Entered' message and a 'Click to view details' callout; 'Commodity Codes' with an 'Incomplete Registration' warning; 'Certifications' with a 'No Certifications Entered' message and a 'Click to add' callout; and 'Proxy Notifications' with a 'No Proxy Notifications Entered' message and a 'Click to answer questions' callout. A 'Questions' section with a 'LEGAL' link is at the bottom. Callout boxes provide instructions: 'Click to update banking details' points to the 'Banking' menu item; 'Primary contact details' points to the contact information; 'Click to edit details' points to the 'Edit' button; 'Click to add additional contacts / branches' points to the 'Additional Contacts' card; 'Click to view details' points to the 'Additional Contacts' card; and 'Click to answer questions' points to the 'Questions' card.

**Supplier Portal**

Supplier - Watkins WasteWater Services

**Wendy Watkins**

Email Address  
noreply@waikotowaters.co.nz

Phone +64 021304050 Mobile +64 021304050

Mailing Address  
149 Ossie James Drive WKO 3286

[Edit](#)

**Watkins WasteWater Services**

Mailing Address  
149 Ossie James Drive WKO 3286

[Remit Address is the Same](#)

[Edit](#)

**Profile** →

**Registration Incomplete**

Take the following actions to complete registration

[Respond to Questions](#)

Supplier 10

Business Type Corporation

**Additional Contacts** +

**No Contacts Entered**

Update contact information and manage registration.

[Click to view details](#)

**Commodity Codes** →

**Incomplete Registration**

You have not registered for any commodity codes and will not be notified of future opportunities.

**Certifications** → +

**No Certifications Entered**

Enter certification information: an effective date is required for the certification.

[Click to add](#)

Effective: 01/04/2026  
Expiration: 30/04/2028

**Proxy Notifications** → +

**No Proxy Notifications Entered**

Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

[Click to answer questions](#)

**Questions** →

LEGAL

*Click to update banking details*

*Primary contact details*

*Click to edit details*

*Click to add additional contacts / branches*

*Click to view details*

*Click to answer questions*

# Registration process

## 1 Register

- Go to the [Waikato Waters Supplier Portal](#)
- Complete profile details
- Submit
- Receive registration email

## 2 Banking details

**NZ suppliers** complete:

- Bank entity
- Account number
- Account type
- Bank currency

## 3 Certificates

Attach:

- Proof of bank account details
- Health & Safety Compliance certificate
- Insurance certificates:
  - Professional Indemnity
  - Public Liability

## 4 Questions

- Answer all questions
- Attach supporting documentation where required

# 1 Register as a supplier

## Primary Contact Details

- Go to the [Waikato Waters Supplier Portal](#)
- Click **Register as a supplier**
- **Email address** – Enter and confirm email address. Note that an email address can only be used as a registration email once. If you are registering several suppliers you will need a different primary email for each one
- **Password** – Enter and confirm portal login password
  - Click **Show Password Requirements** if required
- **First name**
- **Last name**
- **Phone contact details** – Enter main phone number and mobile if applicable

## Business Details

- **Company name**
- **Company information** – Briefly describe the goods / services your company provides
- **Tax Type ID** – Defaults to NZGST
- **Business registration number.** – Enter the NZBN, ABN, or other country business registration number as applicable. This field is mandatory so if you don't have a business number enter 000000 and advise us
- **Mailing address/street address** – Enter the business mailing address.  
Check  **Add More** to add more address lines
- **City**
- **State/province** – Select the region from the drop-down list
- **Postcode** – Enter the postcode
- **Country/jurisdiction** – The country will default. Check  **Change** to change the country
- Check  **Check If Remit To Address Is The Same Mailing Address** – If unchecked, enter the Ship To address

## Submit Registration

- **Accept terms and conditions as shown Following** – Ensure you read the terms and conditions. A checked checkbox indicates that you have read and accepted Waikato Waters' trading terms and conditions
- **Business type** – Select the business type from the list
- **Doing business as** – Enter the trading name, if applicable
- **Website** – Enter the business website address in the following format: [http://URL](#)
- Click **Save**
- **Captcha** – Enter the text shown in the image or spoken in the soundbite. If you need to resubmit the form the captcha will change and you will need to re-enter it
- Click **Submit**

You will receive an email advising of your registration. Go to **Step 2** to complete your registration

# Complete registration

## 2 Banking

NZ suppliers complete the following fields only:

**Bank entity** – Select the bank

- **Bank account number** – Enter the bank account number using dashes and 0 as a placeholder
- **Bank Account Type** – Select the account type from the list
- **Bank currency** – Select the currency
- Click **Save**

You will need to attach proof of your bank account details including bank account number and name. Do this in **Step 4 Attach Certificates**

## 3 Questions

Complete all questions in this section, and attach supporting documentation if required.

## 4 Certifications

- Click **Create** to add a certification
- Contact – Select a contact
- **Certification code:**
  - **Bank Cert** – Evidence of bank account details is mandatory
  - **Compliance** – Attach evidence of Health and Safety compliance certificates if appropriate.
  - **Insurance** – Attach copies of Public Liability and Works insurance certificates if applicable.

# Update details

## Create additional contacts


Additional contacts can be used to register branches if required. The additional bank and certification information, if entered here, will be for the branch and their contact.

- Navigate to your supplier account in the portal.
- In the **Additional contacts** panel click +
- Enter the new branch / contact details and click **Next**.
- Enter bank account details if the branch has it's own bank account and click **Next**.
- Upload certifications if required and click **Next**.

The new contact will receive an email. Follow the instructions in the email to complete the contact registration.

## Update bank details

When updating your bank details you must also upload a new proof of bank account in the **Certifications** tab.

- Navigate to your supplier account in the portal
- Click the **Banking** tab Click → in the **Supplier Bank** panel
- Click  the account number or edit any other fields
- Click **Save**
- Email: [procurement@waikatowaters.co.nz](mailto:procurement@waikatowaters.co.nz) to let them know your bank account has changed.

## Questions?

Email us at [procurement@waikatowaters.co.nz](mailto:procurement@waikatowaters.co.nz)