

Complete our supplier questionnaire

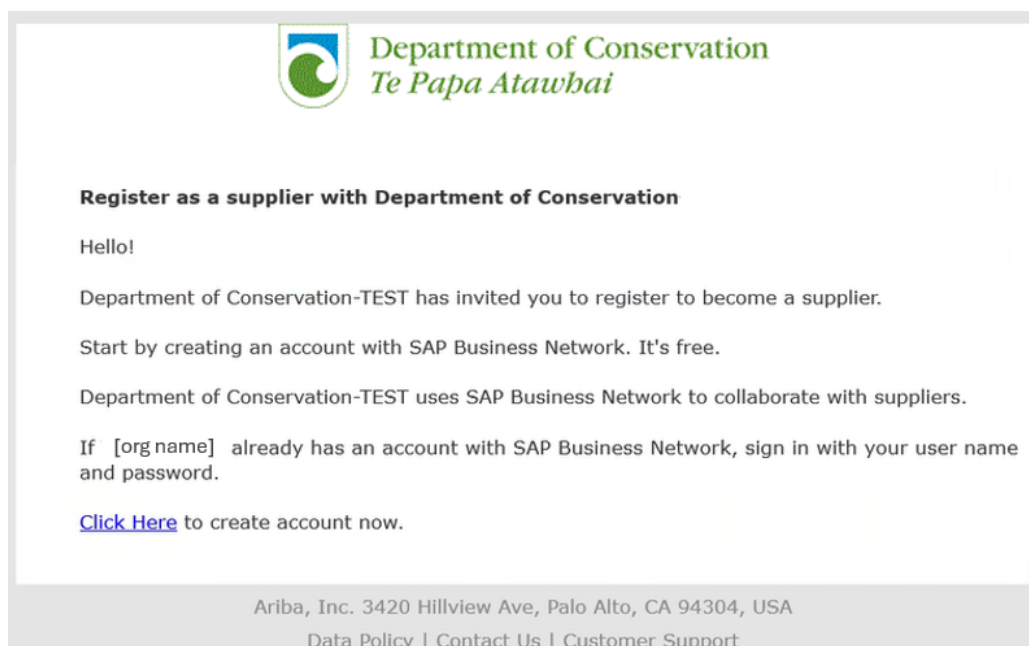
The Department of Conservation (DOC) uses the SAP Business Network to register suppliers for ordering and payment. To receive an invite to become a supplier, a DOC staff member will send you a registration link to your specified email address.

Reference Guide

Follow the steps below to sign-up to the Business Network and complete our supplier questionnaire. If you need assistance, please contact procurement@doc.govt.nz.

Register or login to the SAP Business Network

- 1 To begin the registration process, select the link in the email invite from us. The email will come from the domain **@au.cloud.ariba.com** and look like the screenshot below. You can contact us at the address above if you need to verify the authenticity of the email.



Note: This email cannot be forwarded. The registration link is unique and can only be used by the intended recipient. If you need to change your email address, please contact us.

- 2 You'll now be prompted to either:
 - **Review Accounts** to review existing accounts that may belong to your organisation.
 - **Use existing account** to login with an existing SAP Business Network account if you're already a member.
 - **Create new account** for new SAP Business Network users.

	Department of Conservation Connect with Department of Conservation on SAP Business Network to collaborate. We found existing accounts based on the information you entered. Please review. Review Accounts or Use existing account ⓘ Create new account ⓘ
3	For suppliers who already have an SAP Business Network account, skip to step 7. For new suppliers, follow the below steps. - You may be prompted to choose a data center. You can choose any region you prefer. - Select Next and then Continue when prompted. Choose a Data Center Your account and profile will be created and maintained in the chosen data center ☒ USA: Quincy, WA ☐ Netherlands: Amsterdam ☐ Saudi Arabia: Dammam [Public Sector] Next
4	Follow the on-screen instructions to verify your email and enter a one-time password (OTP). You have 30 minutes to complete this step before the OTP expires.
5	Enter your organisation information to create an account. Fields that have already been provided to the Department are automatically filled in. Mandatory fields include: Company Legal Name Country / Region Address Line 1 City Postal Code Administrator first and last name. The person who will maintain your contact information. - Select the checkbox to use your email as the username. Password. Hover over the field to see the password requirements. - Agree to Terms of Use by selecting the checkbox. - Agree to Privacy Statement by selecting the checkbox. - Complete CAPTCHA by selecting the checkbox. A challenge may appear, for example, selecting all squares that contain certain objects.
6	Select Create account. The system may prompt you to update your address based on the recommendation. You can either Confirm or Use Entered Address.
Result You will receive an email confirmation shortly when your SAP Business Network account is created and the page will be automatically redirected. Please stay on this page.	



Complete Department of Conservation registration questionnaire

- 7 Once you've been redirected, you'll be taken to the Proposals-Questionnaires & Contracts tab to complete your registration questionnaire with us. These steps provide us with the information required to register you as a supplier with the Department.

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Assessments', and 'Proposals-Questionnaires & Contracts'. The 'Proposals and Contracts' tab is selected. On the left, there is a search bar for customers. The main content area displays a welcome message from the Department of Conservation and a table of registration questionnaires. The 'Supplier Registration Questionnaire' is highlighted.

Title	ID	End Time	Status
Supplier Registration Questionnaire	Doc103186239	23/7/2026 21:14	Invited

Note: Sometimes you may get redirected to the **Home page** instead. In that instance, select **Proposal-Questionnaires & Contracts** in the top navigation.

- 8 Select **Supplier Registration Questionnaire** under the **Registration Questionnaires** heading to complete the DOC questionnaire. You have 30 days to complete this and there is a countdown timer in the top right.

The sections you need to complete include:

1. General supplier information
2. Supplier diversity
3. Bank information (select the hyperlink **Add bank information** next to the heading)
4. Tax information
5. Supplier declaration

Mandatory fields are marked with an *.

Note: Select **Save draft** if you need to leave the registration process at any time.

- 9 To submit the questionnaire, select **Submit entire response**.

Result

We will now review the information you provided and approve you as a supplier with the Department. You'll receive an email confirmation when this is complete.

If we need any further information, we will contact you via phone or email.



Department of
Conservation
Te Papa Atawhai

**Te Kāwanatanga
o Aotearoa**
New Zealand Government