

QUICK REFERENCE GUIDE

Step 1: Search for Scheme

From your web browser:

- Type in <https://tenders.nsw.gov.au>
- Under menu option **Tenders & Schemes**
- Select **> Schemes** on left hand side of the screen.

The *Current Schemes List* screen displays. Search for the Prequalification Scheme you wish to apply for.

- Click **Full Details**, then

The *View Scheme - <Scheme Identifier>* displays. Read the details about the Scheme before proceeding.

Step 2: Entity Detail

- Click [Submit Application](#)


The *Login screen* displays

- Enter *<your email address>*
- Enter *<your password>*

Note: If you do not have a login and password, you will need to register your details. Click [register](#) and complete relevant fields.

The *Submit Scheme Application* screen displays.

The system will guide you through the application form step by step.

- Click  against each field to display help text to guide you.
- Click [copy details](#) to copy information from your Personal Profile or a previous lodgment.
- Fields marked with an * are **mandatory**.

- Complete the following:


Field	Instruction
Business Name*	Enter <i><Business Name></i>
Trading Name	Enter <i><Trading Name></i>
ABN*	Enter <i><ABN></i> Note: Must be a valid ABN
ACN	Enter <i><ACN></i>
Number of Employees*	Select option from the drop down box



Click the relevant option after each screen page:

Option	To
<input type="button" value="Continue"/>	Continue to next step
<input type="button" value="Save as Draft"/>	Save as Draft prior to continuing
<input type="button" value="Save & Exit"/>	Save & Exit to complete later. Note: To access your application if you have exited, go to Home, Action Centre, and click on relevant link.
<input type="button" value="Cancel"/>	Cancel application

Office & Contact Person Detail

- Click  against each field to display help text to guide you.
- Click [copy details](#) to copy details from your Personal Profile or a previous lodgment
- Fields marked with an * are mandatory
- Complete the relevant fields.

Note: The **Contact Person** will be the key contact for your organisation in relation to the Scheme.

Click or other option, if relevant.

To edit these details at a later stage, go to

- [Action Centre](#) (left hand side of screen)

From **Scheme Applications** option

- Click [Show/Hide](#)

Under **Draft Applications**

- Click [Edit](#)

Make any relevant changes and save.

Step 3 - Questionnaire

You will need to complete the **Vendor Profile**, and then each section from **A** to **B**.


Note: Click [Show/Hide](#) to display details and complete/provide relevant information.

Vendor Profile

- For Questions 1 to 2, you will need to download the template/s to your computer and save. Complete the details, save a copy, then upload.
- Click to upload your saved document.
- For Question 3, click and select relevant document to upload.
- For questions 4 and 5, select against your answer.



A - Organisation Details

- Provide details as requested for Questions 1 to 4.
- Question 5, click to upload the relevant document (if applicable) click  to select expiry date.
- Question 6, you will need to download the template to your computer and save. Complete the details, save a copy, click to upload document.

B - Application

Provide details as requested in the instructions for each of the mandatory questions and non-mandatory questions if relevant.

C - Insurance

Click to upload relevant document, and click  to select expiry date.

D – Legal

Provide details as requested for each of the mandatory questions and non-mandatory questions, if relevant.

- Click or other option, if relevant.

Step 4 - Specific Capabilities

You will need to select the relevant categories for which you are seeking prequalification.

Note: Click to display details.

- Click against each relevant category, and provide details to demonstrate capability.
- Enter relevant details.
- Click to upload relevant supporting file.
- Enter name of the file.
- Click or other option, if relevant.

Step 5 - Review and Submit Application

You now have the opportunity to review the entire application. Please read carefully and make amendments as required

Once you are satisfied you have completed all relevant fields, and provided the relevant documentation

- Select to agree to Scheme Term & Conditions
- Click

Step 6 – Application Review

You will receive a system generated Lodgement Receipt and an email confirming your application has been lodged.