



Registering as a New Customer

NSW Procurement encourages all public sector agencies, state owned corporations, local councils, health and education providers, charities and not for profit organisations throughout New South Wales to take advantage of the massive buying power of the State's largest purchasing collective.

In order to benefit from the savings on over 180,000 discounted products and services offered through State Contracts, organisations must be officially registered with NSW Procurement.

If you first need to clarify your eligibility status, please contact the NSW Procurement Client Support Centre on **1800 NSWBUY (1800 679 289)**.

HOW TO REGISTER AS A CUSTOMER

You can register as a State Contracts customer if you are buying for any state or federal government agency, government authority or trust, local government, public or private school, college, university or hospital, or community non-profit organisation or charity.

To register, customers should refer to the following web address: www.nswbuy.com.au/Buying-from-Govt/getting-started.aspx

INFORMATION ON STATE CONTRACTS

For information on the extensive range of products and services available for purchase from State Contracts, customers should visit www.nswbuy.com.au.

www.nswbuy.com.au covers information on close to 100 State Contracts and highlights the tremendous savings that can be achieved for your organisation. The range includes fuel, motor vehicles, electricity, electrical appliances, stationery, workstations, ICT and telecommunications services, consultants and temporary staff.

Or for easy reference, you may wish to download a copy of the Guide to Purchasing from State Contracts which lists the range of State Contracts available to eligible customers. There are also Contract Guides and Fact Sheets (short summaries of the contracts) available online.

State Contracts and the products and services available can only be viewed from this site. To purchase products and services offered via State Contracts, customers can contact the suppliers on contract directly, or order online via smartbuy®

PURCHASING FROM STATE CONTRACTS

Once you are a registered customer, you can proceed with placing an order with a supplier. Please note the order must contain reference to the appropriate State Contract i.e Contract Number and Item Reference.

For instructions on how to purchase online through smartbuy® customers should refer to the NSW Procurement website: www.nswprocurement.com.au/Buy-Online/Buying-Online/How-to-start.aspx

Not all products and services can be purchased online. The Contract Guides for each State Contract can be viewed at www.nswbuy.com.au. These guides provide information such as access to contracts and supplier contact details.

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Procurement
1800nswbuy

FURTHER INFORMATION

For further information please contact the Client Support Centre.

 **1800 NSW BUY**
1800 679 289

 www.nswbuy.com.au
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 nswbuy@services.nsw.gov.au
