

Procurement Central Registration Info Pack

Welcome to Procurement Central. This information pack will take you through the registration process in Procurement Central. Please ensure that you follow all the steps and the recommended settings.

Disclaimer: This guide is created for your reference only. It is true and accurate at the time of development. As Procurement Central is updated regularly, the appearance and the screenshots used in this guide may not be identical to the live system. Please contact the Helpdesk (located on the bottom right of the log-in page) should you require technical support.

Recommended browser: Google Chrome with the latest version

Procurement Central link: <https://justice.bravosolution.com/web/login.html>

Supplier Support/Live Chat: <https://justice.bravosolution.com/esop/common-host/public/suppliersu...>

Registration

To start the registration, navigate to **“Click here to register as a supplier”**.



The screenshot shows the NSW Department of Communities and Justice Procurement Central Portal. The header includes the NSW Government logo and the text 'Communities and Justice'. The main content area is divided into three columns:

- Login:** A section with a 'Login' header, 'Username' and 'Password' input fields, and a blue 'ENTER' button. Below the fields are two links: 'Click here to register as a supplier' and 'I cannot access my account'.
- Welcome to the NSW Department of Communities and Justice Procurement Central Portal:** A section with a heading, a paragraph stating 'This portal provides a suite of simple and secure online procurement tools for Communities and Justice's business partners.', and two sub-paragraphs: 'These tools are designed to reduce red tape and make it easier to do business with the NSW Department of Communities and Justice.' and 'If you are an internal NSW Department of Communities and Justice employee please log in through the intranet or through the Portal'.
- Opportunities:** A section with a 'Need help?' heading, a 'Current Opportunities' link, and a 'Helpdesk' link. Below this is contact information: 'If you are in Australia please call: 02 8074 8627' and 'If you are outside of Australia, please (click here) for overseas phone numbers'. At the bottom of this section is a link for 'Supplier Support/Live Chat'.

Registration Methods

Two registrations methods are available.

1) Register using Australian Business Register

Enter either the “Company Name” or “ABN” then click on “Search the Australian Business Register”

Australian Business Register (ABR) Company Search

Fast track your registration - search for your organisation within the Australian Business Register. [Register without an ABN](#)

If you do not hold an ABN, please click 'Register Without an ABN' to continue manually.

Company Name ABN

[Search the Australian Business Register](#)

If the detail identified is located, click on “Continue with Registration” to proceed.

Australian Business Register (ABR) Company Search

Fast track your registration - search for your organisation within the Australian Business Register. [Register without an ABN](#)

If you do not hold an ABN, please click 'Register Without an ABN' to continue manually.

Company Name ABN

[Search the Australian Business Register](#)

[Continue with Registration](#)

Company Overview

Organisation Legal Structure TALBOT MCGREGO	Organisation Legal Structure Individual/Sole Trader
State/County NSW	Australian Business Number (ABN) <input type="text"/>
Postal Code <input type="text"/>	

2) Register without an ABN

Click on the “Register without an ABN” button to begin registration and follow the prompts.

Australian Business Register (ABR) Company Search

Fast track your registration - search for your organisation within the Australian Business Register. [Register without an ABN](#)

If you do not hold an ABN, please click 'Register Without an ABN' to continue manually.

Company Name ABN

[Search the Australian Business Register](#)

Registration Data

Follow the prompt and enter all of the mandatory details marked with red asterisks “*” and create a username. Click on “**Save & Continue**” to proceed.

Close

Save & Continue

Organisation Details

* Organisation Trading Name

Organisation Legal Name

TEST

* Country

* Address

* City

* State/County

* Postal Code

* Main Organisation Phone Number

Web site

Australian Company Number (ACN)

Australian Business Number (ABN)

Dun & Bradstreet Number

Close

Save & Continue

User Details

Title
Ms.

* Last Name

* Telephone
(02) 9999 9999

* Primary Email Address *IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.*

* Time Zone
ACDT/ACST - Australian Central Standard Time

* First Name

* Role within Organisation

Mobile *(please enter "+" "country code" and "your mobile phone number" with no spaces)*

* Username *Tip: To make it easier to remember, your username can be the same as your email address*

User External Code

IMPORTANT

The e-mail address used for registration is **extremely important** as it is where all of the communication from the system will be sent to, including notification of new procurement opportunities. **It can NOT be amended once the account is registered.**

It is strongly recommended that a **group/generic e-mail address** is used for registration so that the communication is not only sent to one particular person in your organisation.

Alternatively, you may can register multiple e-mail addresses under one username. Separate the e-mail addresses with semicolon (;). To log-in to the Procurement Central, you will still need the Username and the Password.

Basic Profile Forms

Answer all of the questions and click **“Save & Continue”**.

Confirm

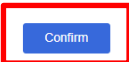
Initial Company Information

OVERVIEW				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Supplier Type	* What is your supplier type?	Other	Supplier
2	Company - GST Registration	* Is your organisation registered for GST?	No	Supplier
3	Company - Years Trading	* Please detail the number of years your organisation has been operation or trading.	5	Supplier
4	Company - Diversity Information	* Does your organisation identify as belonging to any of the following organisation types?	<input type="checkbox"/> Aboriginal/Torres Strait Islander <input type="checkbox"/> Australian Disability Enterprise <input type="checkbox"/> Small to Medium Enterprise <input checked="" type="checkbox"/> Not Applicable	Supplier
5	Contract Justice	* Does your organisation have a current or prior contract with the NSW Department of Communities and Justice or with the former Agencies of NSW Department of Justice or NSW Department of Family and Community services?	No	Supplier

My Category Selection

Select the category that best describes the goods or services that your organisation will be providing. This selection is also extremely important, please choose carefully. If the wrong category is selected for your organisation, you may not be informed of the right procurement opportunities. You have the option of selecting multiple categories.

Click **“Confirm”** upon completion.



Enter filter (type to start search)

Search or Navigate the Tree Collapse All Expand All

Selected Items: 0

Categories

- > 01 - Agricultural & Animal Services
- > 02 - Armoury & Security Equipment
- > 03 - Construction (Materials, Equipment & Services)
- > 04 - Detention Services
- > 05 - Facility Management
- > 06 - Fleet
- > 07 - Food & Catering
- > 08 - Funeral Services
- > 09 - Human & Welfare Services
- > 10 - Information Communications & Technology
- > 11 - Manufacturing & Raw Materials

Registration Confirmation

Once your registration is completed, the screen will display as below.

Close

✔ The Registration Process is complete. Your account has been activated and an email sent to confirm this.
Log in with your Username and Password to access the platform.

Registration Summary	
	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
Registration Data	⊖ <i>Missing Responses: Optional 5</i>
Initial Company Information	✔ <i>All data complete</i>
Select Categories	✔ <i>Categories selected 1</i>

An e-mail with a temporary password will be sent to the e-mail provided in your registration.

You will be prompted to change the password when you first log-in to Procurement Central.

From:
Date: 19 July 2023 at 3:45:04 pm AEST
To:
Subject: Registration on The NSW Department of Communities and Justice Procurement Central Portal

Dear TEST,

Welcome to The NSW Department of Communities and Justice Procurement Central Portal

You have now successfully registered to use <https://justice.bravosolution.com>

Your Password is:

“THIS IS AN AUTOMATICALLY GENERATED MESSAGE

The recent Machinery of Government changes have brought former NSW Government Departments of Justice and Family and Community Services (FACS) together. As of 1 July 2019, the former NSW Department of Justice is now known as the NSW Department of Communities and Justice.

PLEASE DO NOT REPLY”

Logging-In for the First Time

You are required to read and agree to the User Agreement.

You must tick **"I agree"** then select **"Next"** to proceed.

General terms and conditions for supplier participation in events conducted through NSW Department of Communities and Justice Procurement Portal.

SCOPE
The scope of this Agreement is to define the terms and conditions under which certain parties, operating within the range of their own business, institutional or professional activities (the Supplier), can take part in procurement activities (the Events), organised by the NSW Department of Communities and Justice (the Department), through the NSW Department of Communities and Justice Procurement Portal (the System).

1. Agreement
1.1 Acceptance of this Agreement constitutes a binding agreement between the Supplier and the NSW Department of Communities and Justice for access and acceptable use of the System.
1.2 The "System" is defined as The NSW Department of Communities and Justice Procurement Portal.
1.3 This Agreement may be varied by the Department at any time without notice and must be accepted as a condition of login to the System.
1.4 Suppliers also confirm that they operate in full compliance with all laws, rules and regulations of the jurisdictions in which they do business.
1.5 Suppliers agree to be ethical in their business activities, including relationships, practices, sourcing and operations.
1.6 Suppliers agree to conduct themselves in a manner that is fair, professional and that will not bring the Department into disrepute.

2. Authorisation and Usage
2.1 The Department may provide limited access to the System or parts of the System for public use.
2.2 The Supplier will be required to provide identity information including a valid email address to access information on the System.
2.3 The Supplier may be granted further access to the System at the discretion of the Department to perform various tasks and must carry out those tasks in accordance with any guidelines or training materials provided.
2.4 The Supplier must:
2.4.1 Have in place procedures to prevent unauthorised activity by any person granted access by their organisation.

I have read and agree to the User Agreement

I agree

Next

You will then be asked to change the temporary password to your preferred password.

Specify a new Password in order to proceed

For reasons of security you are required to change your Password.
Please enter a new Password in the fields below, and click "Submit" to continue.

Passwords must contain at least 8 characters
Password must be different from login!

Warning! The new password must be different from the previous 6 passwords
Warning! Your password must contain both alphabetic and numeric characters, and must contain at least one of the following special characters: \!£\$%&/()=?^*~#[]@,;:~_<>+&

New Password

Confirm Password

Submit

Cancel

If multiple email addresses are registered under a Username, you will need to ensure that the login Username and Password is communicated and distributed across to the relevant team/individual within your organisation

Document History

Version	Date	Reason for Amendment
1.0	Apr 2020	Initial Release
1.1	Sept 2020	Minor Update
1.2	July 2023	Minor Update