

Supplier Registration Program

City of Yarra maintains a registry of suppliers wishing to provide goods and/or services. The form has been designed to capture and record the necessary information required by City of Yarra to enable our employees and agents to acquire goods and services from approved Suppliers in accordance with our policies and guidelines.

Being on the City of Yarra register will ensure your company is considered for future requirements. However, it does not guarantee being given the opportunity to formally quote. Suppliers are assessed in accordance with our policies and guidelines. Only forms that have the mandatory fields completed can be submitted for assessment. Information to assist you with completing the form can be obtained by emailing Procurement Operations at procurement@yarracity.vic.gov.au.

If your business is successful in respect to a quotation process your company will be added to the list of active suppliers. Alternatively, for non-contracted goods and services if selected, you will be required to provide additional information including certificates of currency for insurances.

Supplier Registration Form

Trading Entity

| | |
|---------------|--|
| Trading Name* | |
| Legal Name* | |
| Legal Form* | |
| ABN Number* | |

Address Information

| | |
|-------------------------|--|
| Street/ Postal address* | |
| Suburb/Town* | |
| State* | |
| Postcode* | |

Contact Information

| | |
|-----------------|--|
| First Name* | |
| Surname* | |
| Email address* | |
| Business phone* | |
| Mobile phone | |

Goods and services information

| | |
|---|--|
| Materials/ services organisation can provide (brief description)* | |
|---|--|

Experience and capability

| | |
|---|--|
| Number of years business has been trading* | |
| Number of employees* | |
| List work of a similar type that has recently been performed (brief description)* | |
| Provide details of the experience of principal staff who supply the services (brief description)* | |
| Recent projects (if applicable) | |

Key Customers

| | |
|--------------------------|--|
| Details of key customers | |
|--------------------------|--|

Referees

| | |
|------------------------------|--|
| Referees and contact details | |
|------------------------------|--|

Conditions of registration

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|--|
| I have read, understood and agree to the City of Yarra Procurement Policy .* |
|--|