



RFS

Suppliers

How to do Business with NSW RFS

NSW RFS Supplier Portal

If you wish to register as a supplier of goods or services to the NSW RFS, then you will need to register via our Coupa system which is our chosen platform for Supplier Management.

Every supplier with their own ABN must be registered in the portal individually, even if part of a larger organisation (e.g. part of a group or practice). The system does not allow multiple suppliers (multiple ABNs) to be linked to a primary business.



1

Before you register

A RFS member can check if you are already registered in Coupa. If you have previously done business or registered to do business with us, you should be in the system. To confirm, contact your RFS member, Procurement on procurement@rfs.nsw.gov.au (02) 8741 5590 or Finance finance@rfs.nsw.gov.au (02) 8741 5163 and quote your ABN.



2

Register your Company with your ABN

If you are new to RFS, then an RFS staff member can onboard you as a supplier through the internal onboarding process. Once they complete this process - you will be sent a link to register your details. This registration must be completed within a month. Please provide the following in the online registration you will be sent via Coupa:-

1. *Company entity & business details as per the ABN register*
2. *Contact & Address details*
3. *Remit to Address info which includes bank details & bank evidence*
4. *Tax Registrations and Supplier diversity*
5. *Declaration of conflict of interest*
6. *Accept Terms and Conditions confirmation*
7. *Submit for approval*



3

Receive confirmation email

Once you have registered, you will receive a system generated email confirming that your registration as a supplier has been successful. You will also receive a separate email notifying your vendor number.



4

Manage your account details

Once you are registered, you can login with your username and password at anytime to access the Coupa portal. You will be able to manage and update some of your details as necessary.



5

Need Help?

For all Supplier support you can contact
Procurement on email : procurement@rfs.nsw.gov.au Tel : (02) 8741 5590
Finance on email : finance@rfs.nsw.gov.au Tel : (02) 8741 5163
Coupa on email : supplier@coupa.com



6

You are now ready to do business with us...

NSW RFS will contact you for goods and services as required. Please note that registering with us does not guarantee future engagement.



7