



buy.nsw

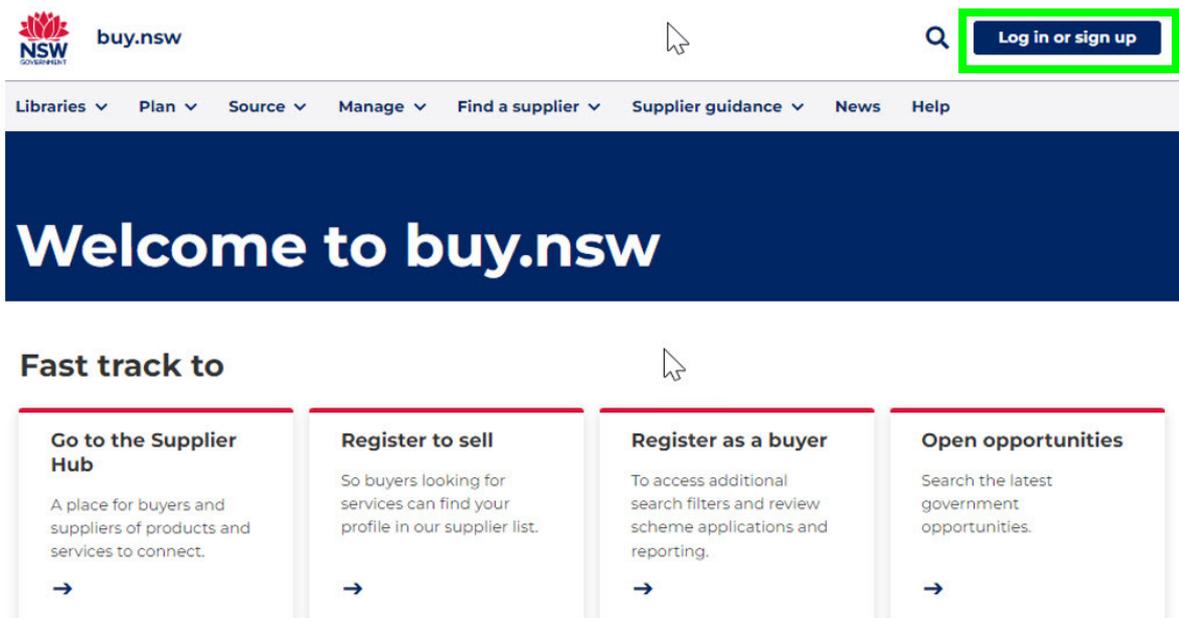
Dear Scheme Member,

Please find below, instructions on how you can access your scheme membership details in 3 easy steps.

**Important!**

To access your scheme membership, update your details or apply for any tenders, you need to be registered on the Supplier Hub. This protects your information behind a password wall and being registered means that your details are synchronised across the applications being added to the buy.nsw website (schemes being the latest).

**STEP 1: go to [buy.nsw.gov.au](http://buy.nsw.gov.au) and login to your account**



## STEP 2: select the Schemes module tile on your Supplier Hub dashboard

The screenshot shows the buy.nsw Supplier Hub dashboard. At the top, there is a navigation bar with the buy.nsw logo and a search bar. Below the navigation bar, there are several menu items: Libraries, Plan, Source, Manage, Find a supplier, Supplier guidance, News, and Help. The breadcrumb trail shows: buy.nsw > Supplier Hub > Dashboard. The main heading is "Supplier dashboard". Below this, there is a button "Register another company profile". The "Overview" section contains two tiles: "0 Opportunities match your goods & services" and "1 Team members". The "buy.nsw apps" section contains two tiles: "What's new" (highlighted with a green box) and "Opportunities Hub". The "What's new" tile contains the "Schemes module" (highlighted with a green box) and "Opportunities Hub".

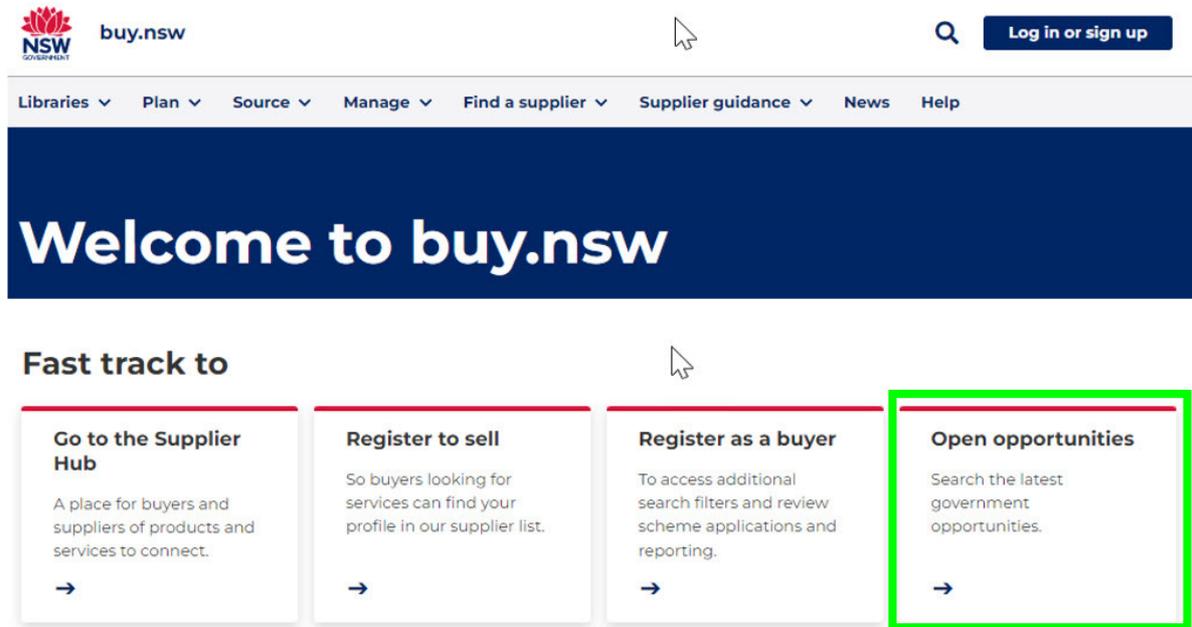
## STEP 3: from your Schemes dashboard, select your membership details or click on another scheme to begin an application

The screenshot shows the buy.nsw Schemes dashboard. The breadcrumb trail shows: buy.nsw > Supplier Hub > Dashboard > Schemes. The main heading is "Schemes". Below this, there is a notification bar: "You do not have any recent notifications." The "My applications" section contains a table with columns: ID, Title, Membership type, Application created, and Status. The table is empty, with the text "There are no schemes that you have applied to." below it. The "My memberships" section contains a table with columns: ID, Title, Membership type, Approval date, Status, and Alert. The table has two rows, with the first row highlighted by a green box.

ID	Title	Membership type	Approval date	Status	Alert
SCM0005	Prequalification Scheme: Performance and Management Services	Full		Active	>
SCM0020	Prequalification Scheme: ICT Services	Registered supplier		Active	>

## Where else can you find schemes?

You can view all tenders and schemes on the new Opportunities Hub. You don't need to be logged in to review this list, but if you click to apply for anything, you'll be prompted to log in then.



**NSW** buy.nsw

Libraries ▾ Plan ▾ Source ▾ Manage ▾ Find a supplier ▾ Supplier guidance ▾ News Help

# Welcome to buy.nsw

## Fast track to

- Go to the Supplier Hub**  
A place for buyers and suppliers of products and services to connect.  
→
- Register to sell**  
So buyers looking for services can find your profile in our supplier list.  
→
- Register as a buyer**  
To access additional search filters and review scheme applications and reporting.  
→
- Open opportunities**  
Search the latest government opportunities.  
→

### More information

Please contact the scheme owner in the first instance, otherwise you can get more information from our Customer Contact Team:

[buy.nsw@customerservice.nsw.gov.au](mailto:buy.nsw@customerservice.nsw.gov.au) or call us on 1800 679 289

You can also find information on the buy.nsw website at

<https://suppliers.buy.nsw.gov.au/help>.