



**MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT**  
HIKINA WHAKATUTUKI

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# Government Electronic Tenders Service (GETS)

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Suppliers Guide

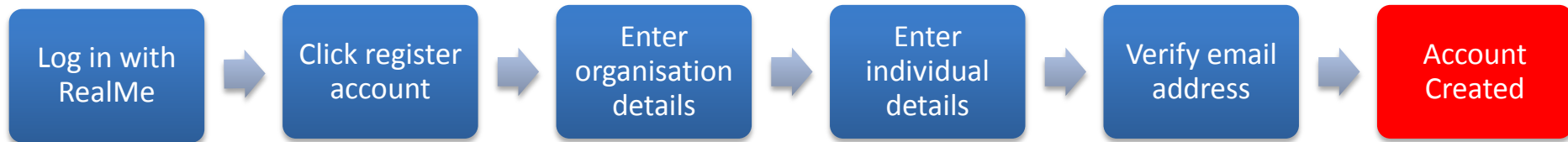


# Why use GETS?

- The Government Electronic Tenders Service (GETS) is a free service.
- GETS promotes open, transparent and fair competition.
- It meets New Zealand's commitments under free trade agreements
- GETS is accessible to interested suppliers, both domestic and international.
- Common tender platform available to all eligible government agencies



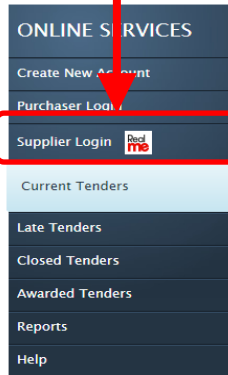
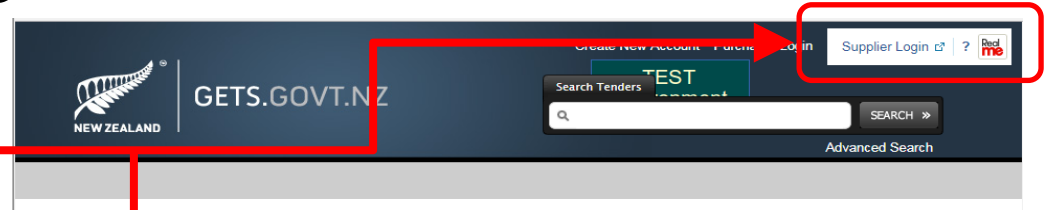
# Registering for a GETS account overview



# Registering for a GETS account

To access GETS you will need to set up a GETS account.

1. Click on 'Supplier Login'.
2. Login with RealMe. If you don't have a RealMe account you will be given the option to create one.



**Create a RealMe login**

To access this service you need a RealMe login.

You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security.

[CREATE YOUR REALME LOGIN](#)

## Things to keep in mind

If you having trouble creating a RealMe account contact the RealMe helpdesk at **0800 664 774**

# Registering for a GETS account continued

Once you have logged in with RealMe for the first time you will need to set up your GETS account.

1. Click on 'Create new supplier'.
2. Enter the business information for your organisation.
3. Enter your individual user account details.
4. You will be sent an email for account verification. Follow the steps in the email to activate your account.

## Things to keep in mind

The individual user account details will be used to help agencies distinguish yourself from other suppliers trading under similar names.

- 1 **Create a new supplier**  
The RealMe account that you have logged in as is not linked to a GETS account. If you would like to link this account to GETS then please click the following button

Create new supplier >

### Create supplier account

*Fields marked with an asterisk(\*) are mandatory*

- 2

Business Information	
Business Name *	Preprod Test Account
NZBN	1234567890123456
Business Email	Test@mbie.govt.nz
Business Phone	123456789
Business Fax	
Website	gets.govt.nz
Number of Employees	> 100,000,000,000
Capability Description	Preprod Test Account is the largest company in Sol focuses on providing Large scale manufacturing of FTL capable modes of transport

### Individual User Account Details

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Individual User Account Details	
Given Name *	Preprod
Surname *	testaccount
Email *	first.last@mbie.govt.nz
Telephone Number *	02257891456
Facsimile	

### Terms and Conditions

[Terms and Conditions of Use](#)  
*(link opens in new tab or window)*

I Agree to the Terms and Conditions of Use

Clear All Cancel Next >

# Logging into GETS

1. Click on supplier log in
2. Login with RealMe.

NEW ZEALAND GETS.GOV.T.NZ

Supplier Login

ONLINE SERVICES

- Create New Account
- Purchaser Login
- Supplier Login
- Current Tenders
- Late Tenders
- Closed Tenders
- Awarded Tenders
- Reports
- Help

## Login with RealMe

You've been redirected here so you can log in with RealMe

Username  
preprodtestaccount

Password  
.....

[Forgot Username](#) or [Forgot Password?](#)

**LOGIN**

## Things to keep in mind

If your having trouble signing in contact the GETS helpdesk at 0508 GETS HELP

# Navigation bar

The navigation bar is located on the left hand of the screen and contains:

- **Update account** – allows you to update your business and user details, update categories that your organisation can provide services for, and locations that your organisation can provide those services to.
- **Select Tenders** – displays tenders that you have been selected for. These are not publically open to all suppliers.
- **Subscribed Tender Notices** – Displays tenders that you are currently subscribed to.
- **Previous Subscribed Tender Notices** – Displays tenders that you were previously subscribed to.
- **Current Tenders** – Lists the currently open tenders on GETS.
- **Closed Tenders** – Lists tenders that have been closed but not yet awarded.
- **Completed Tenders** - Lists tenders that have been completed in GETS.

ONLINE SERVICES
Log out
Update account
Select Tenders
Subscribed Tender Notices
Previous Subscribed Tender Notices
Current Tenders
Late Tenders
Closed Tenders
Awarded Tenders
Reports
Help

# Advanced search

If you need to run an advanced search, you can use the 'advanced search' feature under the search bar. This includes:

- Keywords
- Publishing agency
- Timeframe
- Status
- Category and Regions

## Things to keep in mind

The advanced search will not display select tenders, please use the 'Select Tenders' tab to locate any tenders that you have been invited to



## Advanced Search

A screenshot of the 'Advanced Search' form. The form is light blue and contains several search criteria fields:

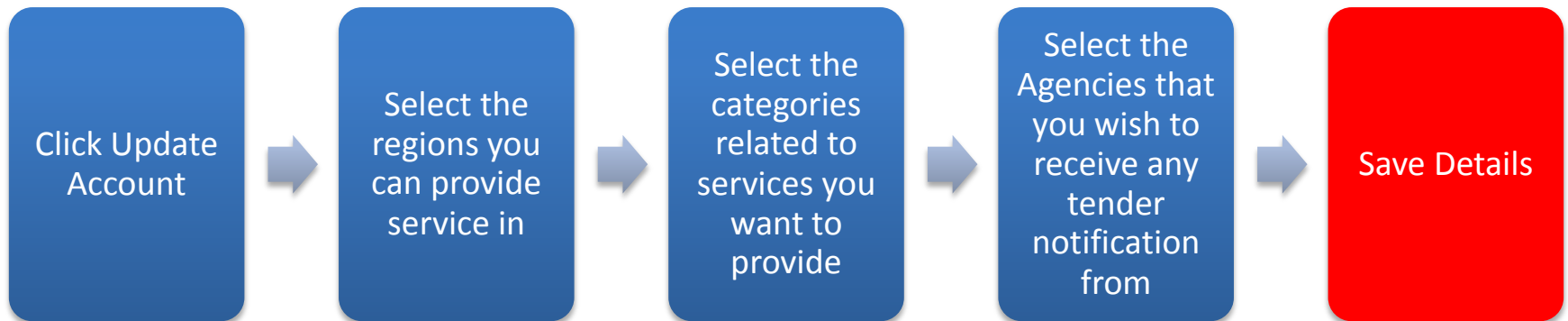
- Keywords in Tender Title:
- Reference #:
- GETS RFx ID:
- Organisation Name:
- Procurement Officer:
- Keywords in Tender Overview:
- Open Date Between:  &
- Closed Date Between:  &
- Awarded Date Between:  &
- Status:
- Categories:  The United Nations Standard Products and Services Code (UNSPSC)
- Regions:  International

At the bottom right, there are two buttons: 'Search' and 'Clear All'.



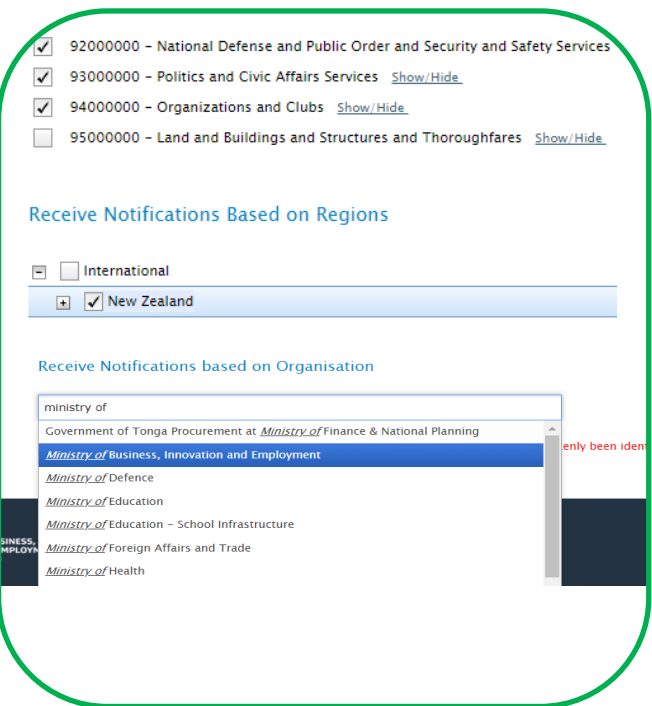
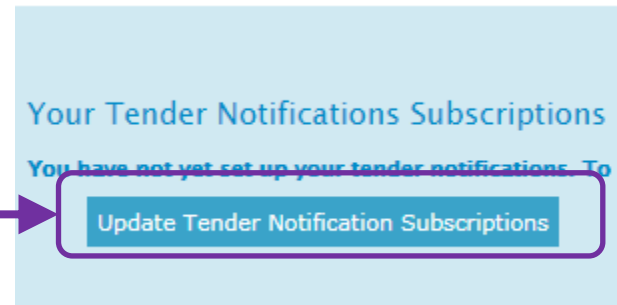
# Editing notification settings overview

To change the email notifications you receive from GETS you will need to update your regions and UNSPSC categories.

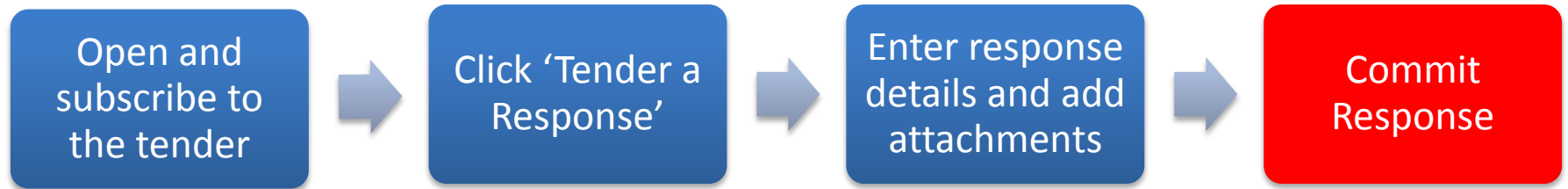


# Editing notifications

1. Click on 'Update Account' on the left hand navigation bar
2. Scroll down to '**Your Tender Notifications Subscriptions**' and click '**Update Tender Notification Subscriptions**'
3. Select the categories and regions that your organisation that your organisation can provide goods or services to/for
4. If can receive all notifications from a specific agency by searching and selecting from the organisation dropdown
5. Submit the changes to confirm



# Submitting a response overview



# Subscribing to a tender notice

To access attachments, raise questions, or submit a response to a tender you need to subscribe to the tender notice.

To subscribe:

1. Open the tender using the notification link, searching, or browsing current tenders.
2. Click **'Subscribe to this Notice for full access'**.
3. Ensure your supplier details are correct.
4. Click **'Submit'**.

You can see all your subscribed tenders by clicking **'Subscribed Tender Notices'** on the navigation bar.

## Training Test

### Details

RFX ID : 2537022

Tender Name : Training Test

### Overview

this is a test RFX for training purposes.

[Subscribe to this Notice for full access](#)

### Subscribe to this Notice for full access

Fields marked with an asterisk(\*) are mandatory

#### Subscribe to this Notice Contact Details

Given Name *	<input type="text" value="First Name"/>
Surname *	<input type="text" value="Last Name"/>
Telephone Number *	<input type="text" value="0508 Gets Help"/>
Facsimile	<input type="text"/>

#### Email notification of addenda

E-mail Address \*

- Check here to receive email updates for Addenda and Q&A for this tender  
 Receive email notification when similar tender has been published

# Submitting a Response

1. On the tender details page click **'Tender A Response'**
2. Enter the response details and add attachments.
3. Click 'Commit' to submit the response to the agency

Tender A Response Tender box size : 10Mb  
[Update Subscription to Notice](#)

## Things to keep in mind

You need to hit the ***attach*** button after selecting your attachments

You cannot commit the response if the tender box size limit has been exceeded.

If the tender box is set to 0Mb then check tender documentation for ways to respond to the tender

### Tender Response

*Fields marked with an asterisk(\*) are mandatory*

**Response Details**

Response Title \*

Cover Note

The cover notes field above can be used to enter information that may assist in the processing of your tender (e.g. special file handling instructions). However details supplied here are not formally part of your tender and will not be considered during tender evaluation.

**Contact - for this response**

Given Name \*

Surname \*

Telephone Number \*

Facsimile

E-mail Address \*

**Attach files**

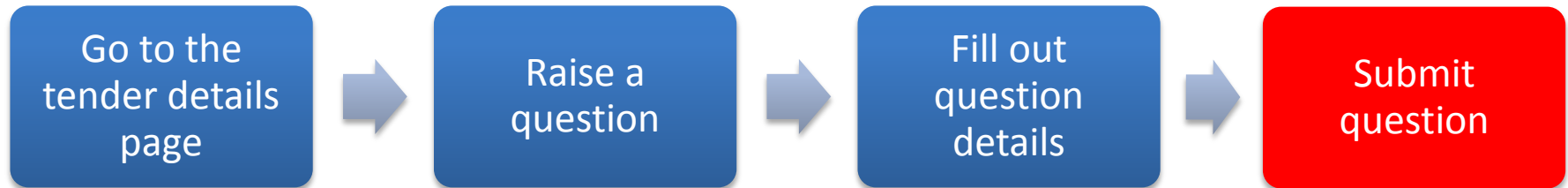
Attach File:  No file chosen

File Name	Size	Checksum	Virus Check	Action
Jellyfish.jpg	775702	6ca0eafb20496edf23fc1480e8b545399f484a630698324be652ed10f45fa2fc	Pass	Delete

Space remaining: 9.26 MB of 10.0 MB

[Terms and Conditions](#)  
 Agree to the terms and conditions

# Raising a Question



# Raising a question in depth

1. Open a tender that you are subscribed to.
2. Click on **'Raise Question Here'**.
3. Enter the question details.
4. Click **'Submit'**.

## Things to keep in mind

Once the question has been submitted it may be edited by the Agency to provide anonymity if answered publicly

### Questions & Answers

Note: By default new questions are private between your company and Company. However, Company may choose to publish the question and answer to all subscribed suppliers.

Do you have a question about this tender?

[Raise Question Here](#)

No published Questions & Answers

### Raise Question

Note: By default new questions are private between your company and Tender Published Organisation. However, Tender Published Organisation may choose to publish the question and answer to all subscribed suppliers.

Question Title \*

This is a test question

this is a test question raised by a supplier

Question \*  
(Max 1500 characters)

[1456 characters remaining]

[Cancel](#) [Clear All](#) [Submit](#)

# For more information on GETS

Please contact the Contact Centre:

- 0508 GETS HELP (0508 438 743)

Or

- [info@GETS.govt.nz](mailto:info@GETS.govt.nz)

