

Registering on the Hunter New England and Central Coast Public Health Network e-tendering portal

1. Go to <https://www.tenderlink.com/hneccphn/>
Click in the Registration Tab

phn
HUNTER NEW ENGLAND
AND CENTRAL COAST
An Australian Government Initiative

TENDERS, QUOTES & EOI

Latest Tenders (click to view):
Home All Current Tenders Search Tenders Industry Categories **Registration** Support Help

EOI201603 - Expressions of Interest - Services

Welcome Hunter New England & Central Coast PHN E-Tendering Portal

Delivering better local care
HNECC Limited now in operation
Services previously delivered by Medicare Locals will now be provided by Central Coast Primary Care, Hunter Primary Care and HealthWISE (New England region).

Hunter New England Central Coast PHN (HNECC Limited) use this portal to advertise expressions of interest, request for tenders and other purchasing requirements to the market and to manage the procurement process through to contract award stage.

Free supplier registration
We welcome current and potential suppliers of goods and services to register on this portal. There is no charge for registration. To register, click on the registration tab above or watch one of our video tutorials below.

Why register?

Email :
Password :
> Log In

[Forgot your Password?](#)

Tender Statistics

- * Open Tenders : 1
- * Closed Tenders : 2

2. Complete first Screen

Supplier Registration

If you are a supplier of goods and services and wish to access the tender notices within this portal, you need to register first.

Please complete the fields below and click the "Next" button located at the bottom of this page.

Please choose your country	<input type="text" value="Australia"/>	<p>If you do not know your ABN or are not a registered company leave blank. This will not stop you registering i.e. TenderLink.com</p> <p>If you are not a company simply enter your name, i.e. Sam Jones</p>
What is your ABN Number?	<input type="text"/>	
What is the full legal name of your organisation?	<input type="text"/>	
What is your email address?	<input type="text"/>	
Please confirm your email address	<input type="text" value="You must type this"/>	

Note : Registration on the City of Sydney e-tendering portal is provided **free of charge**. This portal is hosted by TenderLink.com on our behalf. To register, you must first agree to the TenderLink.com terms of service on the following page.

Complete details required on this page then select



3. On the next screen, fill out address details and your own details

Supplier Registration

Please fill in the required fields below to complete your registration.

Organisation Details	Your Details
* ABN Number :	*Name : Sam Jones
*Organisation : Bill Smith Artist	*Email : bill@bigpond.com
*Postal Address : 15 John Street	*Email Format : HTML
Suburb : Woollahrah	*Password : ●●●●●●
*City : Syney	*Confirm : You must type this
*State/Province : New South Wales	Mobile :
*Zip/Postal Code : 2000	
*Phone Number : 9569 6565	

Terms of Service
Before registering you must agree to the terms of service for this system. You can view these by clicking the link shown below. To proceed further you must click the link below. This is your acknowledgement that you have read, understood, and agree to be bound, by the terms of service of TenderLink.com and acknowledge this is a legally binding agreement.

AGREED

[View Terms of Service](#)

[Agree to the Terms of Service then select](#)

[Register Me](#) [« Back](#)

Set your password - must be a minimum of 6 characters or letters. Enter twice.

4. Set your tender profile. Doing this will restrict the type of public tenders that you receive to your key business area. In other word, you do not want to receive IT tenders if you are a graphic artist. This next screen is an explanatory one only select Next

Registration - Creating Profiles

Profiles need to be established so that you can view tenders online or receive tenders by email. You can establish as many profiles as you wish. Profiles consist of the geographical area you wish to source tenders from, the industry categories they are published in and keywords. For example, if you subscribe to Australia, you can set up profiles like this:

1. Profile Name: A.C.T. Branch
Categories: Information Technology
2. Profile Name: Western Australia Branch
Categories: Telecommunications

Information Screen Only

[Select](#) [Next »](#)

5. Select the industry category(s) that fit your business model

Maintain Profiles

- Mechanical Services & Equipment
- Medical & Healthcare
- Miscellaneous Equipment
- Office Supplies & Equipment
- Packaging & Paper Supplies
- Painting & Corrosion
- Pest Control
- Photography
- Pipe Supply
- Plant & Labour Hire
- Printing
- Property & Realty Services
- Public Art**
- Public Private Partnerships (PPPs)
- Quarrying / Oil / Mining
- Recruitment & HR Services
- Scientific & Research
- Security & Fire
- Shipping
- Sign Manufacturing & Signwriting
- Artworks, Murals & Paintings**
- LED & Sign Indicators
- Road Signs
- Signage - Other

**Step 1 :
Choose Industry Categories**

Click the Industry Categories on the left that relate to the products or services you provide. You can expand these by clicking the + sign next to the main Industry Category.

The system will email tenders to you when published in these categories. Or, you can search for tenders online.

Click [here](#) if you require more help with selecting your categories.

Then click "Next Step"

Next Step

Select the industry category(s) that best match your business focus. In this case we have selected Public Art. We have also expanded the Sign Manufacturing & Signwriting category (click on the + button) and selected Artworks

6. Name your Profile



TENDERS, QUOTES & EOI

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» Latest Tenders (click to view):

- Log Out
- All Current Tenders
- Our Details
- My Details
- eRFx Notice Options
- Search
- Submissions
- Administration
- Support
- Help
- Dashboard

Maintain Profiles

Profile Name :

**Step 3 :
Name your Profile**

Have you named your profile?
Now, click "Save My Profile".

Save My Profile

Previous Step

7. Confirmation Screen

Registration Confirmation

This is a summary of your account details, please check to ensure they are correct and click **Next** to confirm your registration. If you need to make any alterations these can be made once registration is completed.

Organisation Details:

Organisation Name: Sam Jones
Postal Address: 15 John Street
Suburb: Woollahrah
City: Sydney
State/Province: New South Wales
Country: Australia
Phone Number: 5656 5656

User Details:

Name: Sam Jones
Email Address: sam.jones@bigpond.com

Next »

8. Completed Registration – Go to Dashboard or exit browser