

# Local 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, register via the new Supplier Portal at [q2c.rfs.nsw.gov.au](http://q2c.rfs.nsw.gov.au).

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

### Before you register

Check if you are already registered in Q2C. If you have previously done business or registered to do business with us, you should be in the system. To confirm, contact Jaggaer support on (02) 8074 8627 and quote your ABN. If you are registered, Jaggaer will email out your username and password.

### Register your Company with your ABN

If you are new to RFS, access the Supplier Portal at [q2c.rfs.nsw.gov.au](http://q2c.rfs.nsw.gov.au) and follow the prompts:

1. Enter your ABN.
2. Select your company from the Australian Business Register.
3. Accept the Terms and Conditions.
4. Complete your Organisation and User details.
5. Complete Basic Profile forms.
6. Local supplier details. Has RFS requested you to provide you business details as a potential supplier to us? If you are a local supplier select **Yes**.
7. Complete Banking and Declaration details.

### Receive confirmation email

Once you have registered, you will receive a system generated email confirming that your registration as a supplier has been successful, along with your password. Click on the link to access the portal and create your new password. You can then review your company profile.

### Manage your account details

Once you are registered, you can login with your username and password at anytime to access the portal. Manage and update your details as necessary.

### Need Help?

For all Supplier Portal support, contact Jaggaer on:

Email: [customersupport@jaggaer.com](mailto:customersupport@jaggaer.com)

Tel: (02) 8074 8627

### 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.