

## CAMPS SRM Portal Registration

### Purpose

This guide outlines the steps for external suppliers to register for access to the CAMPS Supplier Relationship Management (SRM) portal.

**Note:** Access to the SRM portal is by invitation only. Once invited, you will receive a confirmation email containing a link to review your details and complete the registration process.

To request an invitation, contact your Contract Manager or the CAMPS Helpdesk on:

**Phone:** (02) 6205 6111

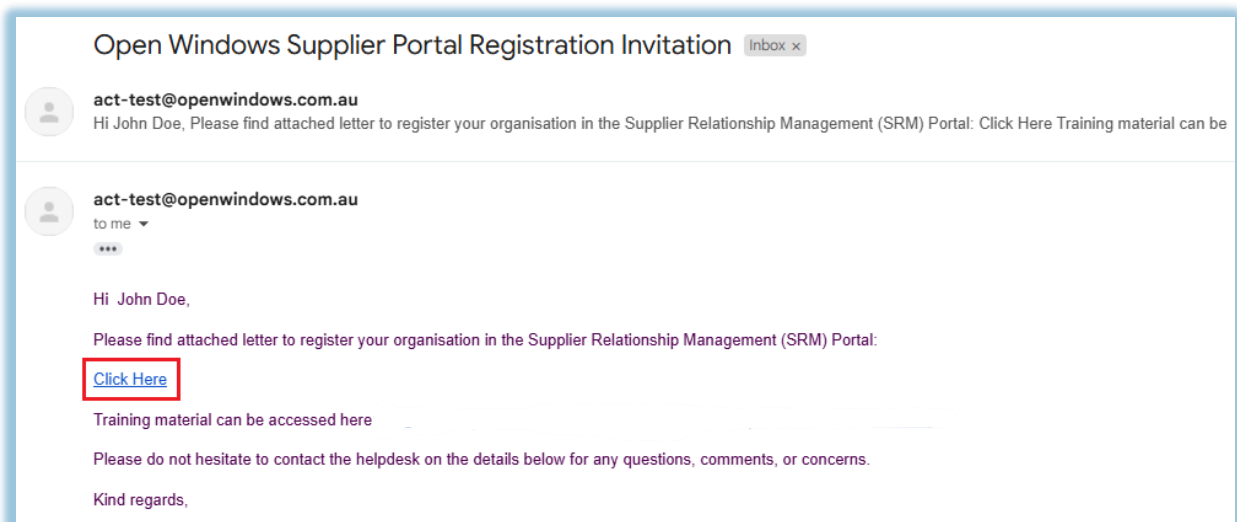
**Email:** [iCBR.CAMPS@act.gov.au](mailto:iCBR.CAMPS@act.gov.au)

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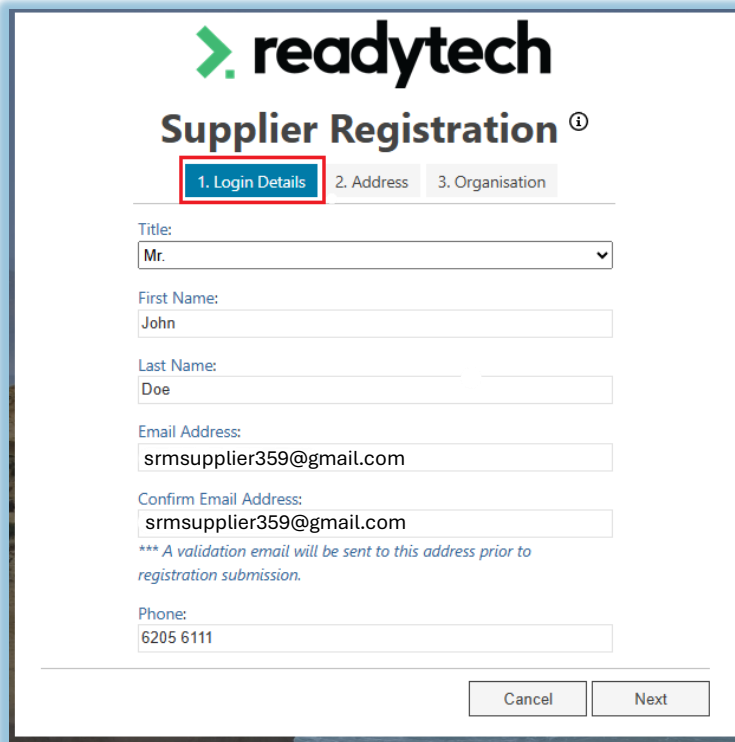
### Request Portal Access

1. When you receive your registration email, click the **Click Here** link in the message to begin the registration process.



1. Review the information across the three tabs:

## Login Details

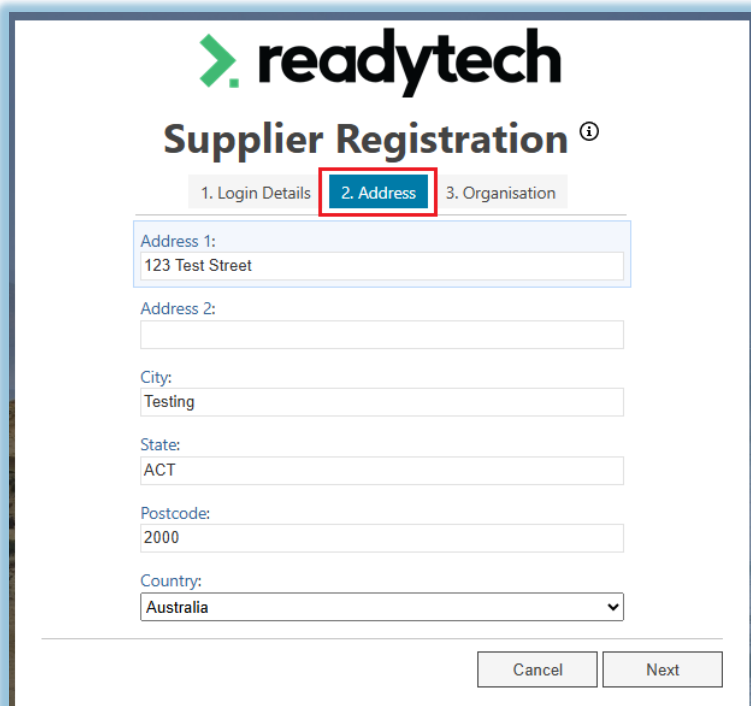


The screenshot shows the 'Login Details' tab of the 'Supplier Registration' form. The '1. Login Details' tab is highlighted with a red box. The form contains the following fields:

- Title: Mr. (dropdown menu)
- First Name: John
- Last Name: Doe
- Email Address: srmsupplier359@gmail.com
- Confirm Email Address: srmsupplier359@gmail.com
- Phone: 6205 6111

At the bottom right, there are 'Cancel' and 'Next' buttons. A note below the email fields states: '\*\*\* A validation email will be sent to this address prior to registration submission.'

## Address



The screenshot shows the 'Address' tab of the 'Supplier Registration' form. The '2. Address' tab is highlighted with a red box. The form contains the following fields:

- Address 1: 123 Test Street
- Address 2: (empty)
- City: Testing
- State: ACT
- Postcode: 2000
- Country: Australia (dropdown menu)

At the bottom right, there are 'Cancel' and 'Next' buttons.

## Organisation



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## Supplier Registration <sup>i</sup>

1. Login Details 2. Address **3. Organisation**

Business Name:  
Supplier Business Name

Entity Name:  
\_\_\_\_\_

ABN:  
11 222 244 445

\*\*\* ABN is mandatory for registration and will be verified against your Business and Entity Name. Use 'Trust' as ABN if not available.

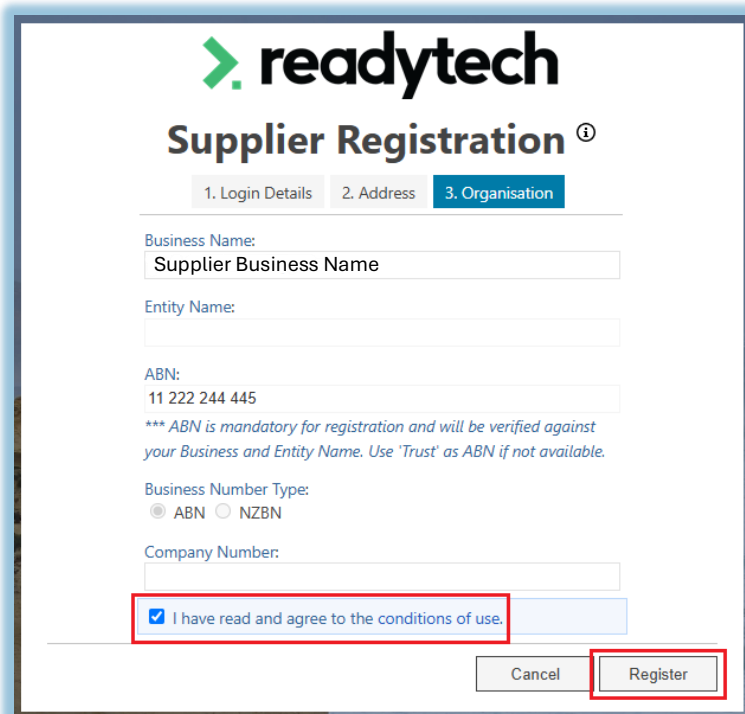
Business Number Type:  
 ABN  NZBN

Company Number:  
\_\_\_\_\_

I have read and agree to the conditions of use.

Cancel Register

1. Once reviewed, tick the **checkbox**, then click **Register**.
  - After completing this step, you will receive a separate email prompting you to **set your password**.



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Entity Name:  
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Business Number Type:  
 ABN  NZBN

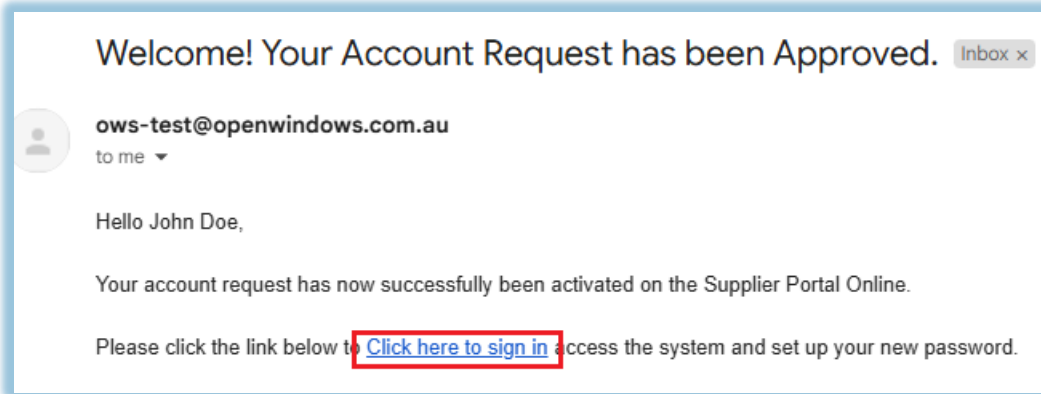
Company Number:  
\_\_\_\_\_

I have read and agree to the conditions of use.

Cancel Register

## Create User Login Password

1. After completing your registration, you will receive a confirmation email. Click the **Click here to sign in** link provided in the message.



2. Set your new password and click **Login**.
  - Your password must include at least one **uppercase letter** and one **special character**.

