

Sustainable Choice Database – ‘How to Register for a Supplier Account’

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Introduction

Sustainable Choice is a partnership program between Local Government NSW and the NSW Office of Environment and Heritage. It is a procurement program that assists Local Government in NSW to purchase sustainable products and services.

Sustainable Choice provides information about sustainable products and services to enable councils to choose what will work best in their local area and individual circumstance. A range of useful information and resources are available on the website including a comprehensive online supplier database. Suppliers of sustainable products and services can register to be included on the database by visiting the website <http://www.lgnsw.org.au/sustainablechoice/>.

To be eligible to register, a business must demonstrate that they are a sustainable business that offers products and/or services that are eco-friendly, socially responsible and economically viable. There are also a number of indicators of sustainability that may be attached to a company's products and/or services available on the website.

Registering for an Account

Suppliers of sustainable products and services can register to be included on the database by visiting the website <http://www.lgnsw.org.au/sustainablechoice/>. Click on 'register' in the top right of the screen and complete the form. You will be notified once your application has been approved and login details will be provided. If further information is required to assess your eligibility the Sustainable Choice team will contact you.

If you are unsuccessful in gaining an account the Sustainable Choice team will contact you to explain and provide guidance on how you could improve your sustainable business practices to be eligible for an account in the future.

Listing a Product

After gaining an account with the database a supplier must then log into their account to add products/services. **A supplier will not display on the 'live' database site if this step is not completed.**

To add a product or service to your account you must first be logged into the database. You can log in by visiting the website and clicking on 'Login' found at the top of the screen and entering your username and password.

After logging in to your account you can add a product or service by clicking on 'Add Product' found in the top right hand corner of the screen. Fill in the form and nominate the sustainability icons you wish to have attached to your product/service. Include any supporting evidence for your sustainability claims wherever possible. Ensure that you nominate a product/service category and sub-category.

The Sustainable Choice team will assess your product/service application and once approved it will appear on the database.