Supplier Registration Checklist

This checklist is for organisations registering as a Supplier with Melbourne and Launceston Airports. It outlines the information and documents needed for Supplier Portal registration. Please share it with anyone in your organisation who needs to contribute.

Before you register

You will receive an invitation from GEP Business Network (no-reply@melair.com.au) when it is time for your organisation to register. **Wait for your invitation before registering.** Once you receive it, use this checklist to make sure you have everything you need.

Get your information ready

- [ ] Company details, including your legal company name, ABN and business registration information.
- [ ] Business details, including addresses, locations and contact information.
- [ ] Supplier Portal contacts, including the main contact and anyone else who needs access.
- [ ] Banking and payment information, checked by someone authorised to confirm it is correct.
- [ ] Current insurance certificates and other required insurance documents.
- [ ] Cyber security information needed to complete the mandatory cyber risk assessment.
- [ ] Safety information needed to complete the mandatory safety risk assessment.
- [ ] Modern slavery information needed to complete the mandatory modern slavery risk assessment.
- [ ] Other compliance documents or supporting evidence relevant to your organisation and the services you provide.

Only provide sensitive banking or identify information through the secure Supplier Portal. Never send this information by email.

What happens next

During registration, you will check and complete your organisation's information, upload the required documents and complete the mandatory risk assessments. After you submit, your registration will be reviewed. You may be asked for more information or changes before it is approved.

For more information, visit the Supplier Portal Information webpage.