



Sustainable Choice Database – How to register for a Supplier Account

Introduction

Sustainable Choice is a membership-based program offered by Local Government Procurement (LGP) that assists local government to integrate sustainability into their procurement processes.

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.sustainablechoice.lgp.org.au/>.

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.sustainablechoice.lgp.org.au/>. Click on 'register' in the top right of the screen or 'Register online' under the heading 'Supplier Register'. Complete the 'Create new account' application form ensuring that you provide as much detailed evidence as possible, particularly in the 'Company sustainability practices' box. The more information/evidence you provide the faster your account can be assessed. Where sufficient evidence to determine your company's sustainability credentials is not provided the account will not be approved and you will receive notification to resubmit the form once the additional information has been included.

Once you have completed the form click on the 'create new account' button at the bottom of the screen.

Listing a Product or Service

After completing the application form you will be presented with an account page where you can create new products and/or services. Click on either 'create your first service' or 'create your first product' to start uploading products and/or services to your account. Fill in the form and nominate the sustainability icons you wish to have attached to your product/service. **A product/service must satisfy the criteria for at least two sustainability icons in order to be listed on the database.** Include any supporting evidence for your sustainability claims wherever possible. Ensure that you nominate a product/service category and sub-category. Additionally you will be able to upload a product image.



Sustainable Choice

The Sustainable approach to Procurement in Local Government

You can create as many products/services as you like from your account page, however you will need to complete a separate form for each product/service.

Displaying on the Database

On completion of the registration process you will receive an email and login details will be provided.

Your business (and its products/services) will not display on the 'live' database until:

- **you have uploaded at least one product or service; AND**
- **both your supplier account and the product/service have been approved by the Sustainable Choice team.**

You will be notified once your application has been approved. If further information is required to assess your eligibility you will receive feedback via email with a link to login and provide more detail within the application form.

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

Tradeshaw Opportunities

All businesses listed on the database are eligible to exhibit at Sustainable Choice Forums. These forums are intimate in nature, typically consisting of between 20-50 council officers representing between 10-15 councils. Exhibitor numbers are capped at 6-8 with a facilitated 'Meet the Suppliers' session run in a 'Speed Dating' format, where each supplier is able to connect with every participant (by speaking individually to small groups of participants). At selected events there are also presentation opportunities.

Fees

A listing on the database is free of charge.