

Registering as a Supplier

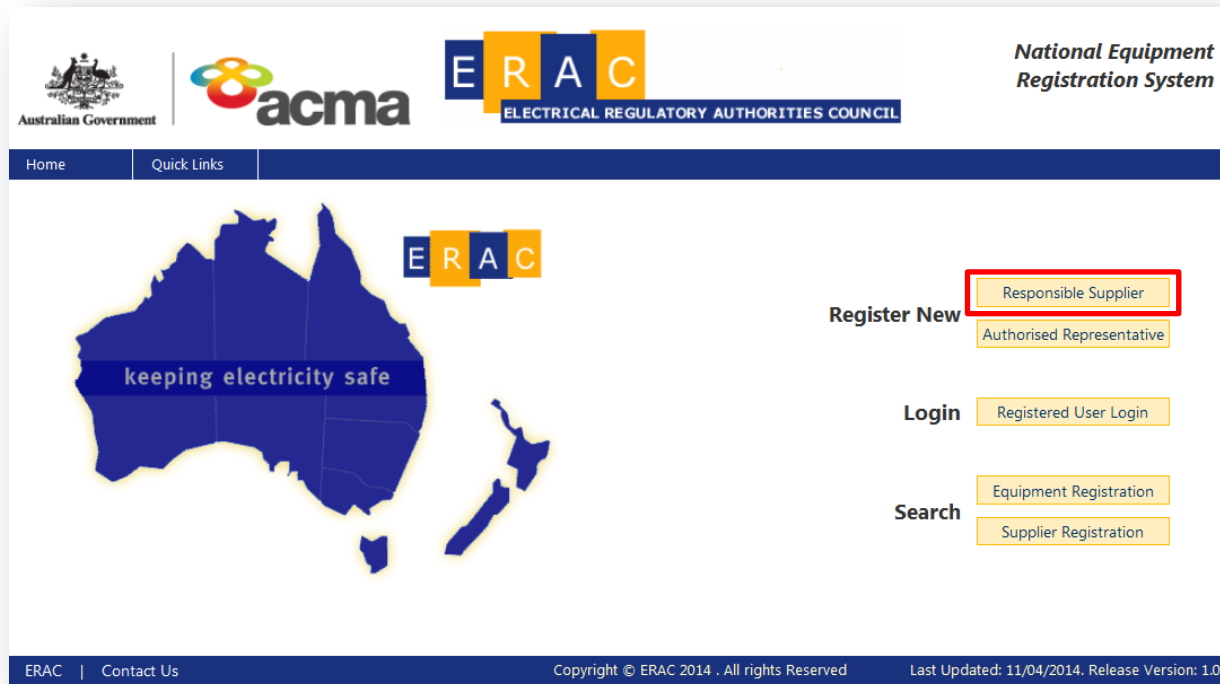
A step by step guide through the registration process for new applicants registering as a supplier on the ERAC Database “Responsible Supplier and Equipment Registration”.

Note: This guide is only applicable to those registering for purposes of EMC and radio product compliance and not for electrical safety.

<https://equipment.erac.gov.au/Registration>



Step 1 – Visit <https://equipment.erac.gov.au/Registration>



1. On the right hand side of the screen, click on the button "Responsible Supplier"

Step 2 – Agree to the National Database – Responsible Supplier/Authorised Representative Access Agreement

Before you begin

**AUSTRALIAN/NEW ZEALAND ELECTRICAL EQUIPMENT SAFETY SYSTEM
National Database – Responsible Supplier/Authorised Representative
Access Agreement**

Last revised: 26 February 2013

Welcome to the Electrical Equipment Safety System National Database (the “**Database**”).


The Database is the property of Energy Safe Victoria, a body incorporated under the *Energy Safe Victoria Act 2005 (Vic)* (**ESV**), and is administered by the Electrical Safety Office Queensland, Queensland Department of Justice and Attorney General (“**ESO**”). ESO operates the Database on behalf of the Electrical Regulatory Authorities Council and its

I Agree

Continue

1. After reading through the access agreement, on the right hand side of the screen, tick the “*I Agree*” box
2. Once you have agreed to the agreement, click on the “*Continue*” button.

Step 3 – Fill out the Responsible Supplier Registration form

Responsible Supplier Registration 

| | | |
|------------------------------|----------------------|---|
| ABN/IRDN | <input type="text"/> | <input type="button" value="Verify ABN"/> |
| Company Name | <input type="text"/> | |
| Trading as | <input type="text"/> | |
| ↑ Affiliated Supplier | | |
| ABN/IRDN | <input type="text"/> | <input type="button" value="Verify ABN"/> |
| Company Name | <input type="text"/> | |

1. In the top field labelled “ABN/IRDN” type in your Company Number, or if you are an individual, your IRD Number
2. Complete the “Company Name” and “Trading as” fields if applicable
3. Do NOT use either of the “Verify ABN” button
4. Go to Step 4 of this guide.

NOTE: Do not use either of the “Verify ABN” buttons

Step 4 – Fill out the Responsible Supplier Registration form contd.

| Responsible Supplier Details | |
|------------------------------|--|
| Country | <input type="text" value="New Zealand"/> * |
| Address 1 | <input type="text"/> * |
| Address 2 | <input type="text"/> |
| Suburb | <input type="text"/> * |
| State/Postcode | <input type="text"/> * |

| Responsible Supplier Postal Details | |
|-------------------------------------|--|
| | <input type="button" value="Same as above"/> |
| Country | <input type="text"/> * |
| Address 1 | <input type="text"/> * |
| Address 2 | <input type="text"/> |
| Suburb | <input type="text"/> * |
| State/Postcode | <input type="text"/> * |

| Authorised Officer Contact Details | |
|------------------------------------|------------------------|
| First Name | <input type="text"/> * |
| Last Name | <input type="text"/> * |
| Position | <input type="text"/> * |
| Email | <input type="text"/> * |
| Confirm Email | <input type="text"/> * |
| Phone | <input type="text"/> * |
| Mobile | <input type="text"/> |
| Fax | <input type="text"/> |

1. Complete the “Responsible Supplier Details” information by entering your physical address

2. Complete the “Responsible Supplier Postal Details” fields with your postal address if this is different from your physical address; otherwise click on the button “Same as above”

3. Complete the “Authorised Officer Contact Details” fields including a valid email address and phone numbers including the New Zealand country code “+64”

4. Click on the button “Save” to continue.

Step 5 – Acknowledgement and agreement to the Declaration of Conformance

Acknowledgement (ACMA)

I acknowledge that the equipment to be supplied is subject to the applicable regulatory requirements specified in the [ACMA Labelling Notices](#).

Joe Bloggs Owner +64 12 345 6789

I Agree

Declaration of Conformance (EESS)

I declare that:

- The Responsible Suppliers ABN/IRD number is: 123456
- Joe Bloggs is an authorised officer who has been authorised to make this declaration on behalf of the Responsible Supplier.
- All products supplied are electrically safe and meets relevant standards when the product is imported or manufactured
- All products supplied comply with the [EESS](#) and relevant electrical safety laws.

Joe Bloggs Owner +64 12 345 6789


When registering Level 2 and Level 3 equipment on the database Responsible Suppliers must make an equipment declaration.

I Agree

Please note: A payment will be required for EESS registrations.

If EESS is not selected, you have not registered for electrical safety requirements and as such, can not supply equipment which is EESS in-scope.

[Continue](#)

1. Tick that you agree to the *Acknowledgement (ACMA)*, if your details in this box are not correct, to go back and amend, click on the blue cross 

2. Registration for EMC is currently free
3. Click on the button "*Continue*"
4. The next screen is a summary of your registration. If this is all correct, click "*Save*", otherwise to make amendments, click "*Cancel*"
5. Congratulations! You are now registered. You will receive an email confirmation with your logon details.