

As a supplier to Council you will need to register with Vendorpanel to ensure you receive *Request for Quotes* and *Tenders*.

Step 1: To Register with Vendorpanel go to <u>www.vendorpanel.com.au</u>

Click "Register in the Vendorpanel Public Marketplace"

VendorPanel	
Login To VendorPanel Email address username@email.com Next Next Remember me on this computer? If you have forgotten your password, enter your email address and click 'Next'.	VendorPanel is a secure procurement platform used by hundreds of organisations to identify and engage with suppliers, and to run efficient and compliant sourcing processes. Learn more here. Buyers: Need to register? • Please contact your organisation's procurement team. Suppliers: Want more opportunities? • Register in the VendorPanel Public Marketplace • Access Public Tenders • Find out more about becoming a preferred supplier VendorPanel Mobile: • Download now for Android or IOS.

Step 2: Complete the fields relevant to your business on the page.

VendorPanel	
*	
Welcome to the VendorPanel Marketplace. It's free to register, and it only takes a few minutes to get setup. Once registered, you'll receive requests to quote on projects, goods or services from 1,000's of buyers who use the Marketplace. You'll also get notified of public Tenders. Getting started is easy 1. Select (or search) for categories appropriate for your business. 2. Follow the prompts to receive an invitation email. 3. Setup your profile. You're all done! If you have any queries, you can contact us	Search for categories [clear] type here Advertising and Media Services Aircraft & Aviation Services Aircraft & Aviation Services Architecture, Design, Planning Audio Visual Photo Equip & Supp. Building Products & Materials Building Products & Materials Building Trade, Repairs, Maint. Business & Administrative Services Catering & Hospitality Chemicals, Biochemical, Gas Cleaning & Safety Equipment Community & Social Services Construction & Operation Defence & Law Enforcement Domestic & Consumer ELEC Drugs & Pharmaceutical Products ELEC, Lighting, Equip & Services Electronic Components & Supplies Electronic Components & Supplies Engineer, Research, Tech services Environmental & Heritage Services Event Management & Services Event Management & Services Farming & Animal Services & Equip Financial & Insurance Services Fire & Safety Fire & Safety Fishing & Aquaculture Fleet Servicing & Accessories Fich Services
	 Food & Beverage Products Forestry Fuel & Oils Furniture & Furnishings Graphical Photographic & Art



Step 3: Receive an email from VendorPanel requesting that you complete the registration process.

VendorPanel To:	Thursday
Welcome to VendorPa	nel!
	Sent: 18/Mar/21
Welcome to VendorPanel	
Hello	
Thanks for joining VendorPanel!	
Here are a few handy links:	
Login here to access your dashboard <u>Contact Us</u> with any questions <u>Recover</u> your password	
Thank you,	
The team at VendorPanel	
VendorPanel Mobile is here! Want to take VendorPanel with y download for Android or iOS.	vou? Click here to
For technical support, please contact us.	
We value your privacy. For details of the privacy policy please refer to www.vendorpanel.com.au.	https://
Please do not reply to this email address as it is not monitored	Ú)

Step 4: Select "Login Here" and complete your profile, click Save when complete.

Personal Details	
First Name	
Last Name	
Contact Details	
Position/Job Role	
	Note: Please include Country and Area Code
Primary Phone	
Mobile (Cellular) (Optional)	
Fax number (Optional)	
Business Details	
ABN	1
Don't have an ABN? .	
Validated Business Name	
Vaidateo Business Name	
Display Business Name	
Update the Business Name and Number on all the lists that match this master profile (excluding lists you've tailored individually)?	Yes - update all lists with matching information.
Business Description	
Describe Your Business	
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Update the Business Description on all the last that match this master profile (excluding lists you've takened individually)? WebSite Urt (incommenced) Business Size	



Step 5: Under "Critical Tasks" on your dashboard in red, click here and on the next screen select the area in which you wish to receive Requests for Quotes and Tenders.

Note: you will be able to select multiple areas relevant to your business. Maranoa Regional Council will be Queensland – South West.

My Responses Admin Tools FA	Q's			the Address of the Ad
≅ Critical Tasks	Open Market	Tenders		
Confirm regions of service for Tenders	There are 3 public te	nders available.		Click to
Admin Tools Supplier Lists you manage Edit supplier list colleagues Edit supplier list logos Edit master logo Reports				
Supplier Lists Lists you're on Register on the Public Marketplace Manage categories Manage tuyer groups Manage regions of service for Tenders View open public tenders View open public tenders View open public tenders				
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Step 6: Download app on to your mobile phone.

Step 7: Wait for Requests for Quotes or Tenders to be sent to you.