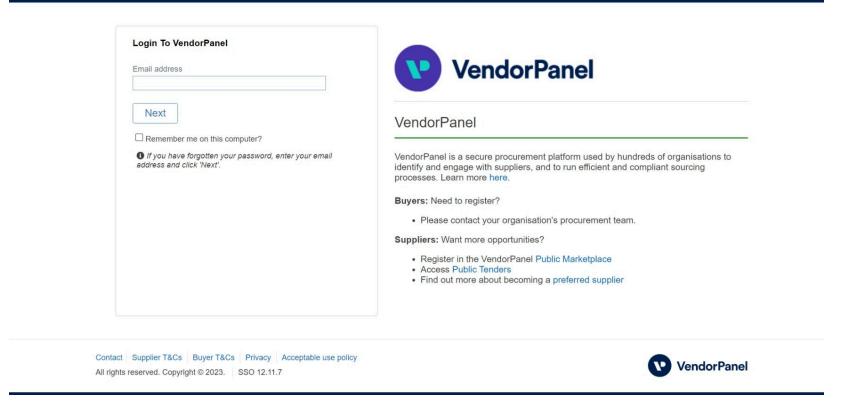


### VendorPanel – Public Marketplace Stonehenge Caravan Park Tender

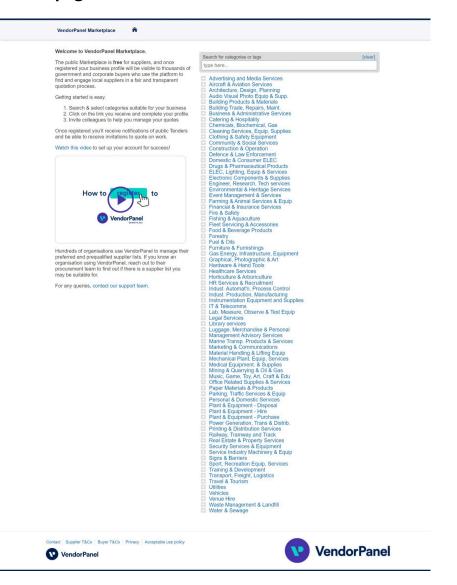
As a supplier to Council you will need to register with Vendorpanel to ensure you receive Request for Quotes and Tenders.

#### Step 1: To Register with Vendorpanel go to www.vendorpanel.com.au

Click "Register in the Vendorpanel Public Marketplace"



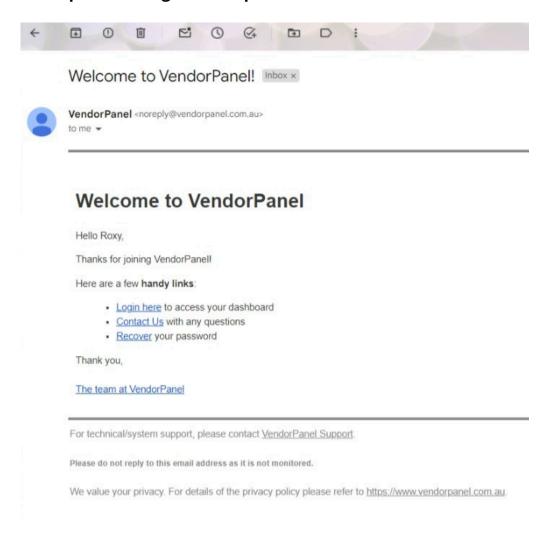
# Step 2: Complete the fields relevant to your business on the page.



Step 3: When searching in Public Tenders for the Stonehenge Caravan Park Tender please select "Real Estate and Property Services" as the category and then select both "Facilities Management Services" and "Property Management Services".

Rea	I Estate & Property Services
	Building Surveys & Audit
	Caretaker Services
<b>✓</b>	Facilities Management Services
	Property Development Services
✓	Property Management Services
	Real Estate Agent services
	Valuation Services

## Step 4: Receive an email from VendorPanel requesting that you complete the registration process.

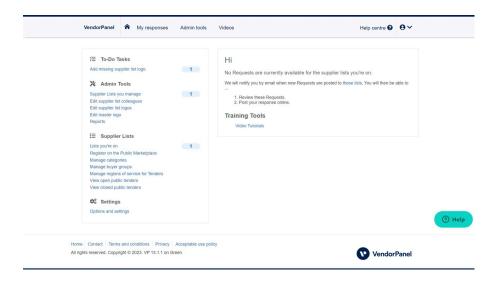


## Step 5: Select "Login Here" and complete your profile, click Save when complete.

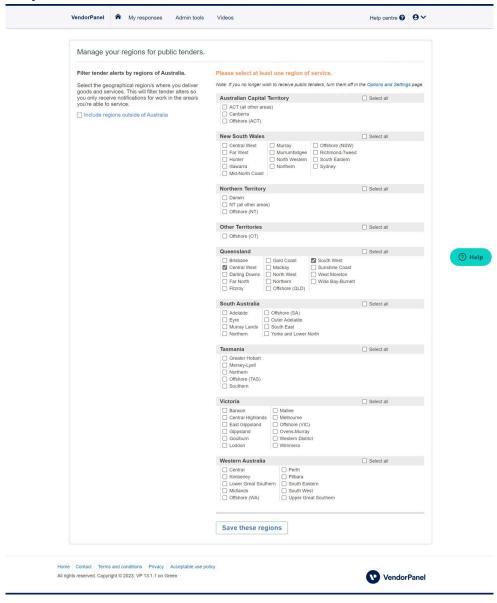
T CTOOMAT & COM	ntact Business Prof	ile Location & Timezor	ne Email	Password		
Your persona	l and business co	ntact details				
Thank you for taking contact us. For inform	the time to provide us with y nation on how your personal	your personal and business con details are protected and used,	tact information. If please see our Pri	you have any questions vacy Policy	or concerns, please do not hesita	ate to
First Name	Roxy	(Required)				
Last Name	Weston	(Required)				
Position/Job Role						
Primary Phone		(Required)				
Mobile Phone						
Fax number						
Update	cancel					<b>②</b>

Step 6: Under "To-Do 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. Barcoo Shire Council will be Queensland – Central West.



#### Step 6: Continued.



Step 7: Download app on to your mobile phone.

Step 8: Wait for Requests for Quotes or Tenders to be sent to you.

If you have any questions or for more information please contact Council on (07) 4658 6900.

