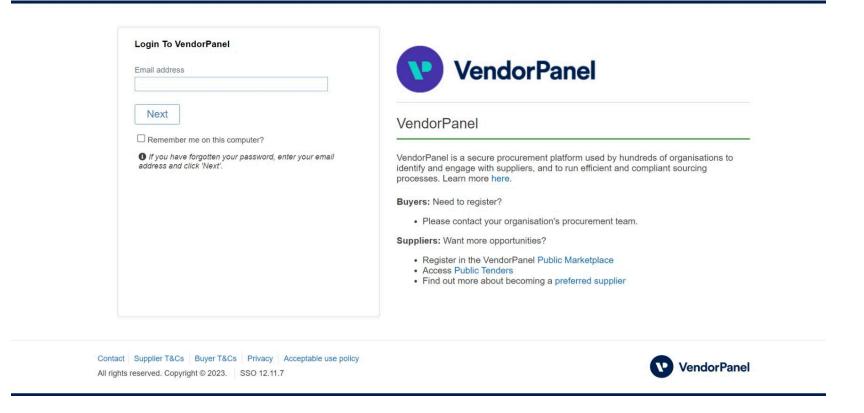


VendorPanel - Public Marketplace Registration Process

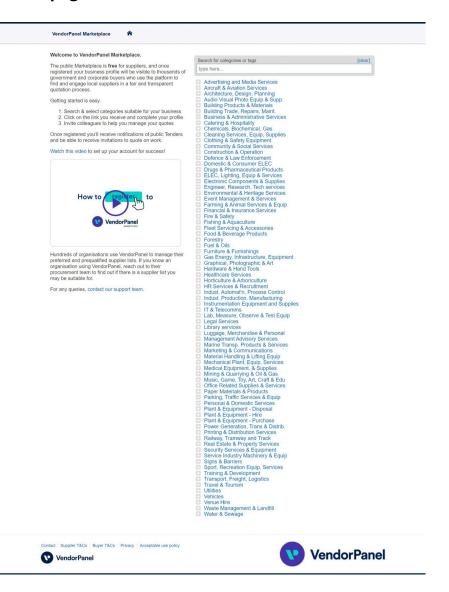
As a supplier to Council you will need to register with Vendorpanel to ensure you receive Request for Quotes and Tenders.

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

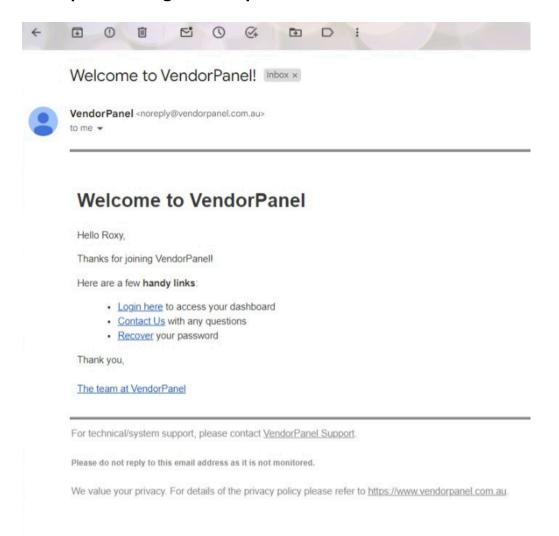
Click "Register in the Vendorpanel Public Marketplace"



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



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





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

Vendo	rPanel 🏫	My responses Admi	in tools Videos			Help centre ②	θ~
Pers	onal & Contact	Business Profile	Location & Timezone	Email	Password		
Your	personal and	l business contac	ct details				
Thank yo contact u	ou for taking the tim us. For infomation o	e to provide us with your pen how your personal details	ersonal and business contact s are protected and used, plea	nformation. If your se see our Priva	ou have any questions acy Policy	or concerns, please do not hesital	te to
First Nar	ne Rox	y	(Required)				
Last Nan	ne Wes	iton	(Required)				
Position/	Job Role						
Primary I	Phone		(Required)				
Mobile P	hone						
Fax num	ber						
Upda	ate cand	cel					? Help
		ditions Privacy Acceptal 23. VP 13.1.1 on Green	ble use policy			V Vendori	Panel

Step 5: 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.

VendorPanel	♠ My responses	Admin tools	Videos	Help centre 6	0 0 ~
Manage catego Manage buyer o	coles per la logo coles per la logo unanage colesques logos Lists Public Marketplace fele fele propos of service for Tenders tenders			table for the supplier lists you're on. v Requests are posted to these lists. You will then b	e able to
	and conditions Privacy ght © 2023. VP 13.1.1 on Gr		cy	Vendo	orPanel

Step 5: Continued.

iviariage y	our regions for pub	ulic tenders.					
Filter tender	Filter tender alerts by regions of Australia.		Please select at least one region of service.				
goods and se	Select the geographical region/s where you deliver goods and services. This will filter tender alters so		Note: If you no longer wish to receive public tenders, turn them off in the Options and Settings page.				
you're able to	you only receive notifications for work in the area/s you're able to service. ☐ Include regions outside of Australia	Australian Capita ACT (all other ar Canberra Offshore (ACT)	☐ Select all				
			New South Wales Central West Far West Hunter Illawarra Mid-North Coast	☐ Murray ☐ Murrumbidgee ☐ North Western ☐ Northern	Offshore (NSW) Richmond-Tweed South Eastern Sydney	☐ Select all	
			Northern Territor			☐ Select all	
			☐ Offshore (NT)				
			Other Territories Offshore (OT)			☐ Select all	
			Queensland			☐ Select all	
				Gold Coast Mackay North West Northern Offshore (QLD)	South West Sunshine Coast West Moreton Wide Bay-Burnett		
			South Australia			☐ Select all	
			☐ Eyre ☐ Murray Lands	☐ Offshore (SA) ☐ Outer Adelaide ☐ South East ☐ Yorke and Lower	North		
			Tasmania ☐ Greater Hobart ☐ Mersey-Lyell ☐ Northern			☐ Select all	
			☐ Offshore (TAS) ☐ Southern				
			Victoria			☐ Select all	
			☐ Barwon ☐ Central Highland ☐ East Gippsland ☐ Gippsland ☐ Goulburn ☐ Loddon	Mallee Melbourne Offshore (VIC Vens-Murra Western Dist Wimmera	y		
			Western Australia			☐ Select all	
			Central Kimberley Lower Great Sou Midlands Offshore (WA)	☐ South W			
			Save these re	gions			

Step 6: Download app on to your mobile phone.

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

