

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”

Login To VendorPanel

Email address

Next

Remember me on this computer?

i If you have forgotten your password, enter your email address and click 'Next'.



VendorPanel

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](#)

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

VendorPanel Marketplace

Welcome to VendorPanel Marketplace.


The public Marketplace is free for suppliers, and once registered your business profile will be visible to thousands of government and corporate buyers who use the platform to find and engage local suppliers in a fair and transparent quotation process.

Getting started is easy.

1. Search & select categories suitable for your business
2. Click on the link you receive and complete your profile
3. Invite colleagues to help you manage your quotes

Once registered you'll receive notifications of public Tenders and be able to receive invitations to quote on work.

Watch this video to set up your account for success!





Hundreds of organisations use VendorPanel to manage their preferred and prequalified supplier lists. If you know an organisation using VendorPanel, reach out to their procurement team to find out if there is a supplier list you may be suitable for.

For any queries, contact our support team.

Search for categories or tags [clear](#)


- Advertising and Media Services
- Aircraft & Aviation Services
- Architecture, Design, Planning
- Audio Visual Photo Equip & Supp.
- Building Products & Materials
- Building Trade, Repairs, Maint.
- Business & Administrative Services
- Catering & Hospitality
- Chemicals, Biochemical, Gas
- Cleaning Services, Equip, Supplies
- Clothing & Safety Equipment
- Community & Social Services
- Construction & Operation
- Defence & Law Enforcement
- Domestic & Consumer ELEC
- Drugs & Pharmaceutical Products
- ELEC, Lighting, Equip & Services
- Electronic Components & Supplies
- Engineer, Research, Tech services
- Environmental & Heritage Services
- Event Management & Services
- Farming & Animal Services & Equip
- Financial & Insurance Services
- Fire & Safety
- Fishing & Aquaculture
- Fleet Servicing & Accessories
- Food & Beverage Products
- Forestry
- Fuel & Oils
- Furniture & Furnishings
- Gas Energy, Infrastructure, Equipment
- Graphical, Photographic & Art
- Hardware & Hand Tools
- Healthcare Services
- Horticulture & Arboriculture
- HR Services & Recruitment
- Indust. Automath, Process Control
- Indust. Production, Manufacturing
- Instrumentation Equipment and Supplies
- IT & Telecomms
- Lab, Measure, Observe & Test Equip
- Legal Services
- Library services
- Luggage, Merchandise & Personal
- Management Advisory Services
- Marine Transp. Products & Services
- Marketing & Communications
- Material Handling & Lifting Equip
- Mechanical Plant, Equip, Services
- Medical Equipment, & Supplies
- Mining & Quarrying & Oil & Gas
- Music, Game, Toy, Art, Craft & Edu
- Office Related Supplies & Services
- Paper Materials & Products
- Parking, Traffic Services & Equip
- Personal & Domestic Services
- Plant & Equipment - Disposal
- Plant & Equipment - Hire
- Plant & Equipment - Purchase
- Power Generation, Trans & Distrib.
- Printing & Distribution Services
- Railway, Tramway and Track
- Real Estate & Property Services
- Security Services & Equipment
- Service Industry Machinery & Equip
- Signs & Barriers
- Sport, Recreation Equip, Services
- Training & Development
- Transport, Freight, Logistics
- Travel & Tourism
- Utilities
- Vehicles
- Venue Hire
- Waste Management & Landfill
- Water & Sewage

Contact | Supplier T&Cs | Buyer T&Cs | Privacy | Acceptable use policy

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

Welcome to VendorPanel! [Inbox x](#)

 **VendorPanel** <noreply@vendorpanel.com.au>
to me ▾

Welcome to VendorPanel

Hello Roxy,

Thanks for joining VendorPanel!

Here are a few **handy links**:

- [Login here](#) to access your dashboard
- [Contact Us](#) with any questions
- [Recover](#) your password

Thank you,

[The team at VendorPanel](#)

For technical/system support, please contact [VendorPanel Support](#).

Please do not reply to this email address as it is not monitored.

We value your privacy. For details of the privacy policy please refer to <https://www.vendorpanel.com.au>.

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

VendorPanel | My responses | Admin tools | Videos | Help centre

Personal & Contact | Business Profile | Location & Timezone | Email | Password

Your personal and business contact details

Thank you for taking the time to provide us with your personal and business contact information. If you have any questions or concerns, please do not hesitate to contact us. For information on how your personal details are protected and used, please see our [Privacy Policy](#)

First Name: (Required)

Last Name: (Required)

Position/Job Role:

Primary Phone: (Required)

Mobile Phone:

Fax number:

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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.

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To-Do Tasks (1)

- Add missing supplier list logo

Admin Tools (1)

- Supplier Lists you manage
- Edit supplier list colleagues
- Edit supplier list logos
- Edit master logo
- Reports

Supplier Lists (1)

- Lists you're on
- Register on the Public Marketplace
- Manage categories
- Manage buyer groups
- Manage regions of service for Tenders
- View open public tenders
- View closed public tenders

Settings

- Options and settings

Hi

No Requests are currently available for the supplier lists you're on. We will notify you by email when new Requests are posted to these lists. You will then be able to ...

- Review these Requests.
- Post your response online.

Training Tools

- Video Tutorials

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Step 5: Continued.

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Manage your regions for public tenders.

Filter tender alerts by regions of Australia. Please select at least one region of service.

Select the geographical region/s where you deliver goods and services. This will filter tender alerts so you only receive notifications for work in the area/s you're able to service.

Include regions outside of Australia

Note: If you no longer wish to receive public tenders, turn them off in the [Options and Settings page](#).

Australian Capital Territory Select all

- ACT (all other areas)
- Canberra
- Offshore (ACT)

New South Wales Select all

- Central West
- Far West
- Hunter
- Illawarra
- Mid-North Coast
- Murray
- Murrumbidgee
- North Western
- Northern
- Offshore (NSW)
- Richmond-Tweed
- South Eastern
- Sydney

Northern Territory Select all

- Darwin
- NT (all other areas)
- Offshore (NT)

Other Territories Select all

- Offshore (OT)

Queensland Select all

- Brisbane
- Central West
- Darling Downs
- Far North
- Fitzroy
- Gold Coast
- Mackay
- North West
- Northern
- Offshore (QLD)
- South West
- Sunshine Coast
- West Moreton
- Wide Bay-Burnett

South Australia Select all

- Adelaide
- Eyre
- Murray Lands
- Northern
- Offshore (SA)
- Outer Adelaide
- South East
- Yorke and Lower North

Tasmania Select all

- Greater Hobart
- Mersey-Lyell
- Northern
- Offshore (TAS)
- Southern

Victoria Select all

- Barwon
- Central Highlands
- East Gippsland
- Gippsland
- Goulburn
- Loddon
- Mallee
- Melbourne
- Offshore (VIC)
- Ovens-Murray
- Western District
- Wimmera

Western Australia Select all

- Central
- Kimberley
- Lower Great Southern
- Midlands
- Offshore (WA)
- Perth
- Pilbara
- South Eastern
- South West
- Upper Great Southern

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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.

