

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

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](#).

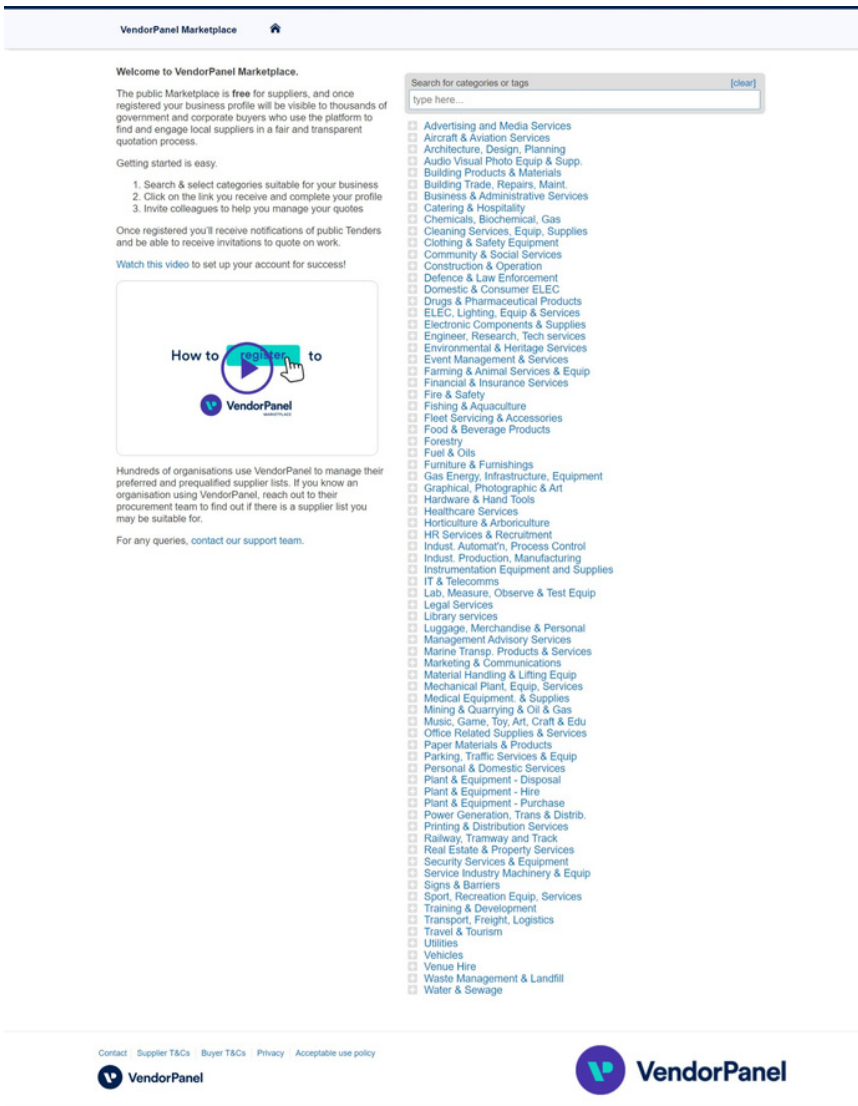
Buyers: Need to register?

- 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.



The screenshot shows the VendorPanel Marketplace registration page. At the top, it says "VendorPanel Marketplace". Below that, there's a "Welcome to VendorPanel Marketplace." section. A search bar is present with the text "Search for categories or tags" and a "clear" button. A list of categories is displayed on the right side, including 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. Automati, 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, and Water & Sewage.

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!

How to register to VendorPanel

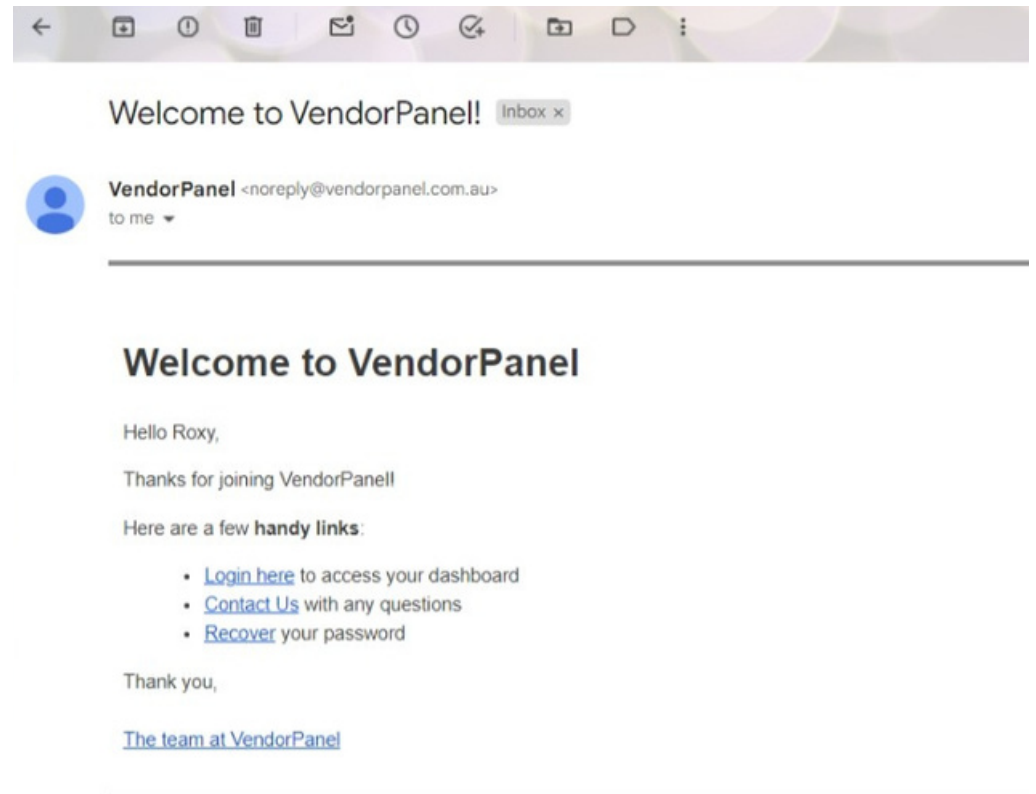
Hundreds of organisations use VendorPanel to manage their preferred and prequalified supplier lists. If you know an organisation using VendorPanel, reach out to their procurement team to find out if there is a supplier list you may be suitable for.

For any queries, contact our support team.

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

VendorPanel

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



The screenshot shows an email from VendorPanel. The subject line is "Welcome to VendorPanel!". The sender is "VendorPanel <noreply@vendorpanel.com.au>". The email content says "Hello Roxy," and "Thanks for joining VendorPanel!". It then says "Here are a few handy links:" followed by a list of links: "Login here" to access your dashboard, "Contact Us" with any questions, and "Recover" your password. It ends with "Thank you," and "The team at VendorPanel".

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. Maranoa Regional Council will be Queensland – South West.

VendorPanel My responses Admin tools Videos Help centre

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
 ...
 1. Review these Requests.
 2. 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.**
 Note: If you no longer wish to receive public tenders, turn them off in the [Options and Settings](#) page.

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

Australian Capital Territory Select all
 ACT (all other areas)
 Canberra
 Offshore (ACT)

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

Northern Territory Select all
 Darwin
 NT (all other areas)
 Offshore (NT)

Other Territories Select all
 Offshore (OT)

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

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

Tasmania Select all
 Greater Hobart
 Mersey-Lyell
 Northern
 Offshore (TAS)
 Southern

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

Western Australia Select all
 Central Perth
 Kimberley Pilbara
 Lower Great Southern South Eastern
 Midlands South West
 Offshore (WA) Upper Great Southern

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

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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. Maranoa Regional Council will be Queensland – South West.

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To-Do Tasks

Add missing supplier list logo 1

Admin Tools

Supplier Lists you manage 1

Edit supplier list colleagues

Edit supplier list logos

Edit master logo

Reports

Supplier Lists

Lists you're on 1

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Options and settings

Hi

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Step 5: Continued.

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Manage your regions for public tenders.

Filter tender alerts by regions of Australia.

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

Please select at least one region of service.

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

Loosdon

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.

