

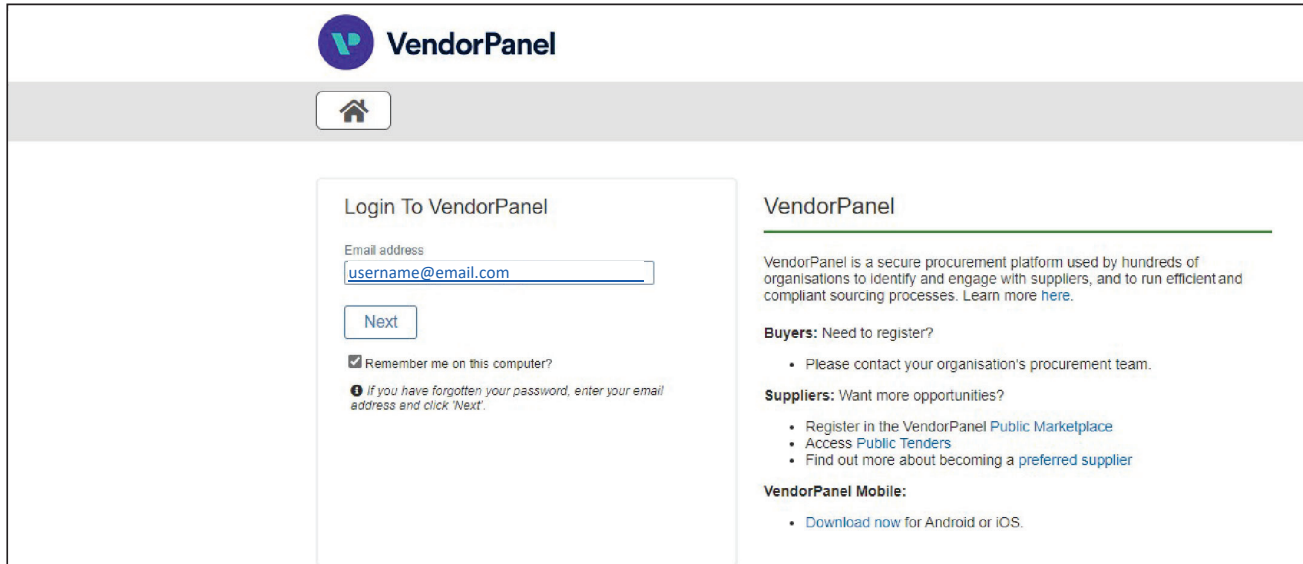
VendorPanel – Public Marketplace Registration Process



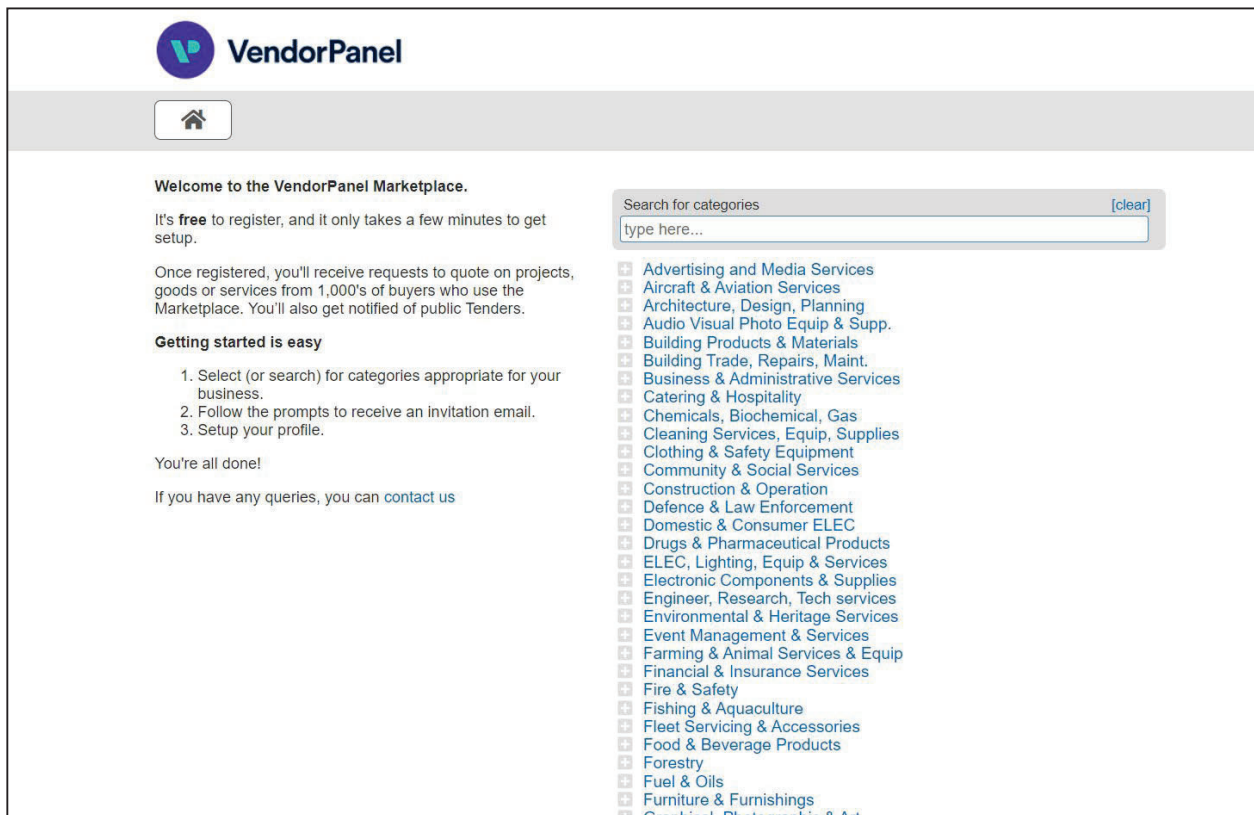
As a supplier to Council you will need to register with Vendorpanel to ensure you receive *Request for Quotes* and *Tenders*.

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.



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

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

Invitation to join the 'Plant & Equipment - Disposal' list on VendorPanel Marketplace.

Hello Jane Doe,

You have requested to join the VendorPanel Marketplace 'Plant & Equipment - Disposal' list as a Marketplace supplier.

Accepting this invitation (and creating your profile if required) will enable you to receive invitations to quote on work as well as respond to Public Tenders posted to this list.

[Click here](#) to follow the prompts to get started.

Pro-tip: **Your business profile will be visible** to buyers searching this list for suppliers, so it is worth taking a moment to create a strong business profile.

Note: This invitation can only be used once.

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>.

Edit/Update your profile

Personal Details

First Name

Last Name

Contact Details

Position/Job Role

Note: Please include Country and Area Codes.

Primary Phone

Mobile (Cellular) (Optional)

Fax number (Optional)

Business Details

ABN

Don't have an ABN?

Validated 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

Update the Business Description on all the lists that match this master profile (excluding lists you've tailored individually)? Yes - update all lists with matching information.

WebSite URL (Recommended)

Business Size

Number of employees

Annual revenue

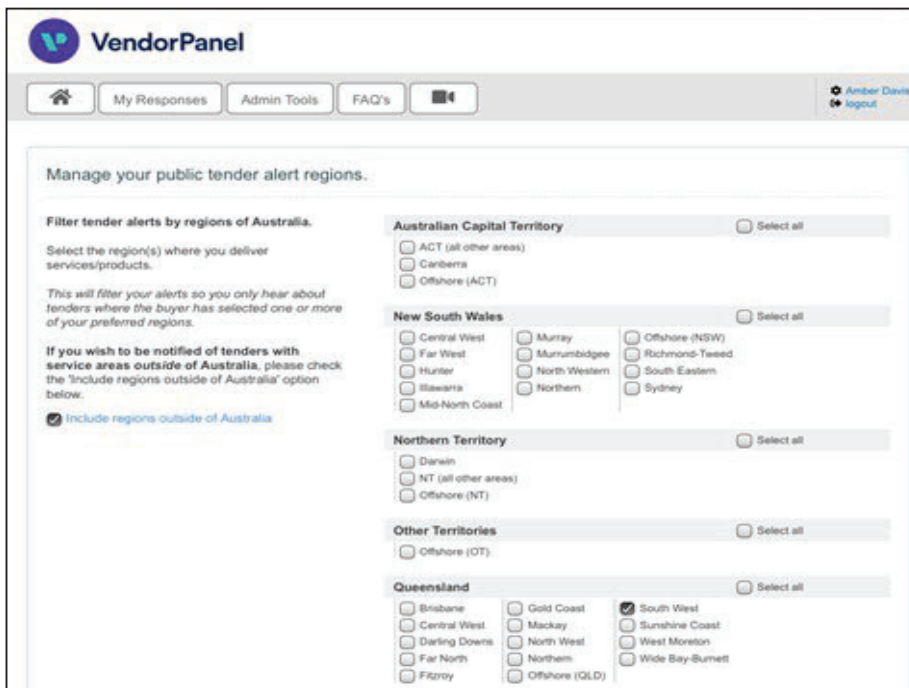
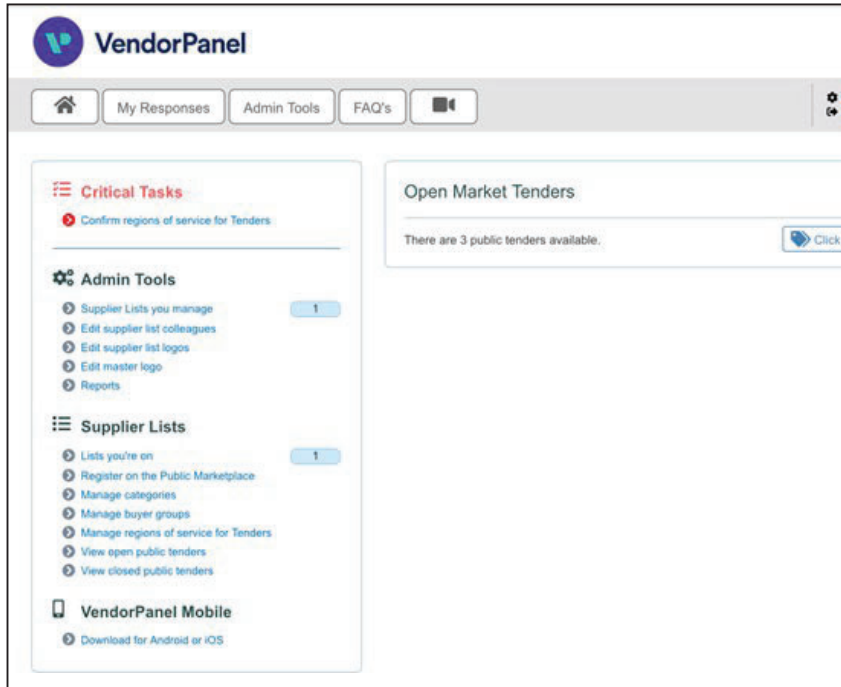
Update this information on all the lists that match this master profile (excluding lists you've tailored individually)? Yes - update all lists with matching information.

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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. Balonne Shire Council will be Queensland – South West.



Step 6: Download app on to your mobile phone.

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