

Going to Market

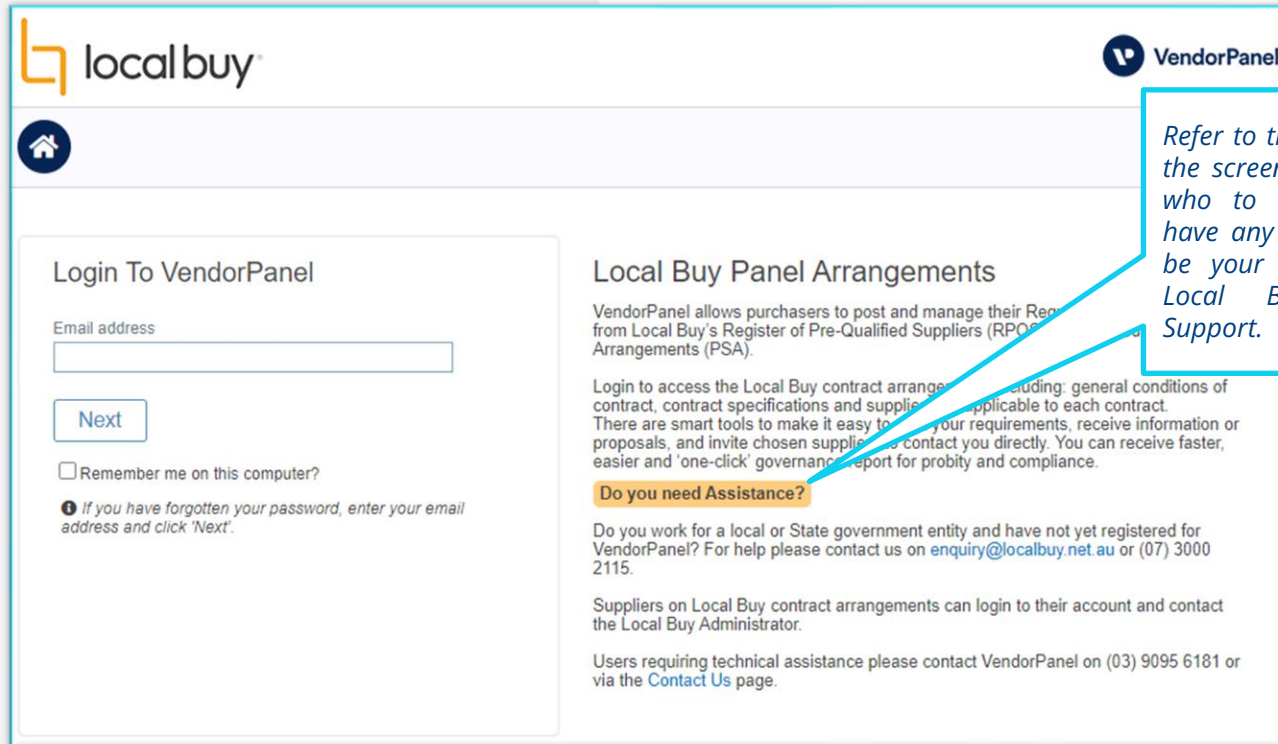
A buyer's guide to VendorPanel &
Local Buy Arrangements

Version 3 - July 2022

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Step 1: Log in at <https://login.vendorpanel.com.au/>



The screenshot shows the VendorPanel login interface. At the top left is the 'local buy' logo, and at the top right is the 'VendorPanel' logo. Below the logos is a home icon. The main content area is divided into two columns. The left column is titled 'Login To VendorPanel' and contains an 'Email address' input field, a 'Next' button, and a checkbox for 'Remember me on this computer?'. Below the checkbox is a note: 'If you have forgotten your password, enter your email address and click 'Next''. The right column is titled 'Local Buy Panel Arrangements' and contains several paragraphs of text explaining the platform's purpose and providing contact information for assistance. A callout box on the right side of the page points to the right-hand side of the screen, containing the text: 'Refer to the right hand side of the screen for information on who to contact should you have any questions. This may be your Procurement Team, Local Buy or Technical Support.'

local buy VendorPanel

local buy

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'.

Local Buy Panel Arrangements

VendorPanel allows purchasers to post and manage their Register of Pre-Qualified Suppliers (RPO) and Panel Arrangements (PSA).

Login to access the Local Buy contract arrangements including: general conditions of contract, contract specifications and supplier requirements applicable to each contract. There are smart tools to make it easy to post your requirements, receive information or proposals, and invite chosen suppliers to contact you directly. You can receive faster, easier and 'one-click' governance report for probity and compliance.

Do you need Assistance?

Do you work for a local or State government entity and have not yet registered for VendorPanel? For help please contact us on enquiry@localbuy.net.au or (07) 3000 2115.

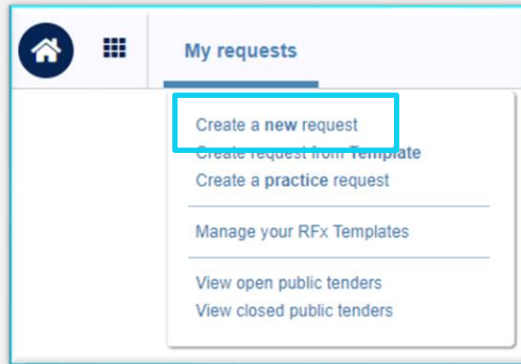
Suppliers on Local Buy contract arrangements can login to their account and contact the Local Buy Administrator.

Users requiring technical assistance please contact VendorPanel on (03) 9095 6181 or via the [Contact Us](#) page.

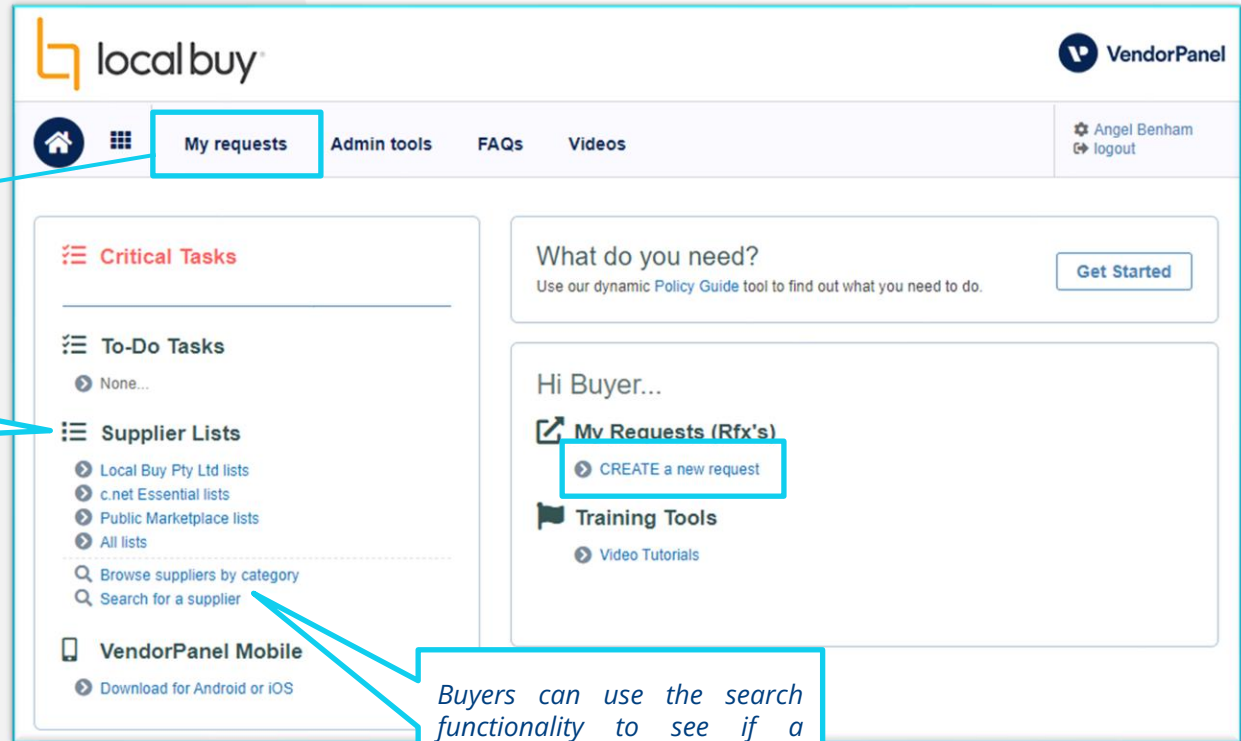
Refer to the right hand side of the screen for information on who to contact should you have any questions. This may be your Procurement Team, Local Buy or Technical Support.

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Step 2: Click on create new to begin creating a Request



Buyers can view supplier lists they have access to, before raising a request.



Buyers can use the search functionality to see if a particular supplier is registered in VendorPanel.

Step 3: Give your Request a name and an (optional) reference number.

Request Wizard

RFX Name

Select Suppliers

Details & Info

Ask Questions

Add Files (0 files)

RFX Budget

Submission Dates

➔

Save & Post

Print | Copy | Delete | Exit

Welcome to the request wizard! ?

This wizard walks you through the process of creating your request (RFX). Please start by giving your request a name. This should be a concise summary of what you need.

Enter a name for this RFX (required) ?

Your reference number (optional) ?

Save and Continue

The Request Wizard consists of 7 easy steps. Simply navigate through each of these steps to create your RFQ.

Buyers can save their request as a draft at any stage within the wizard, or complete the request in one session.

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Step 4: Select the “Use Local Buy Pty Ltd lists” for Pre-Qualified Suppliers.

Which supplier lists do you wish to use?

- Use Organisation lists**
These are internal enterprise supplier lists provided by **Organisation**. [view lists](#)
- Use Local Buy Pty Ltd lists**
These are internal enterprise supplier lists provided by **Local Buy Pty Ltd**. [view lists](#)
- Use the Marketplace**
The Marketplace gives you access to suppliers who have self registered into the VendorPanel Marketplace (**Public** - not prequalified).
 - Local suppliers** - Get quotes from Marketplace suppliers in your local area.
 - Public Tenders** - Post a tender to the public Marketplace.

Buyers can review the prequalified detail as part of their planning process.

Local Buy Pty Ltd supplier lists
Supplier lists verified, approved and managed by Local Buy Pty Ltd

1	Advertising & Media Services BUS260-0417	35	4
2	Asset Management Services LB280	70	4
3	Building & Construction Materials LB298	8	3
4	Business Management Services BUS272	224	4
5	Call Centre & Customer Admin Services - BUS263	5	3
6	Chemical Supply - BUS277	25	4
7	Corporate Clothing, Workwear & PPE - BUS271	55	4
8	Domestic Furniture, Floor & Window Whitegoods LB302	7	4
9	Electrical & Lighting Supplies LB299	9	3
10	Engineering & Environmental BUS282	448	4
11	Event Equipment Hire, Venue Hire & Services LB294	10	3
12	Event Management Services LB292	18	3
13	Fire & First Aid, Equipment and Maintenance LB296	15	3
14	Fleet Management Services - LB281	20	5
15	Fuels - Bulk, Cards & Oils - NPN1.17	21	2
16	General Hardware Supplies LB293	13	3
17	Heavy Plant Machinery Equipment - NPN2.15-2	30	2
18	Human Resources and Employee Services BUS278	184	4
19	ICT Solutions & Services BUS274	317	4
20	Legal Services - BUS261-1116	70	4
21	Library Resources (Goods & Services) LB284	38	4
22	MGBs, Industrial Bins, Static Compactors NPN1.11-3	13	1
23	Motor Vehicles - BUS233-1112 (Local Buy)	89	3
24	Open Spaces, Parks, Play, Sport & Rec. BUS287	202	5
25	Planning, Surveying, Design & Architecture BUS265	350	4
26	Plant & Equipment Dry Hire: LB301	12	3
27	Project Management Services LB279	191	4
28	Quarry Products, Geo, Landscaping (CQ) - LBR291	9	3
29	Quarry Products, Geo, Landscaping (FNQ) - LBR288	14	3
30	Quarry Products, Geo, Landscaping (NQ) - LBR290	14	3
31	Quarry Products, Geo, Landscaping (SEQ) - LBR287	16	4
32	Recruitment - Permanent BUS259-0816 (B)	91	5
33	Recruitment - Temporary BUS259-0816 (A)	1	0
34	Recruitment Services: Permanent Staff - LB297	77	3
35	Road, Water, Sewerage & Civil Works - BUS270	289	40
36	Smart Cities Connected Communities - NPN2.18	88	4
37	Solar Systems integrated with Battery Storage	2	3
38	Spare Parts and Associated Services - BUS268	40	4
39	Specialised Trucks: NPN1.15-2	22	2
40	Stationery, Janitorial, Office Furniture - LB285	47	3
41	Telecommunication Services - NPN1.18	42	4
42	Temporary Labour Hire Services - Cairns	7	3
43	Tractors, Mowers & General Powered Equipment LB282	28	4
44	Trailers, Tankers & Truck Bodies: LB286	30	4
45	Trucks (Cab Chassis) - NPN04.13	13	4
46	Tyres, Tubes and Associated Services - BUS 276	17	3
47	Waste Collection Goods & Services - C002/11	9	2
48	Water and Sewerage Products - LB283	29	4

Important Note: Many organisations use Local Buy as their primary go-to-market pathway. If this is how your system is configured, VendorPanel may skip this step. Alternatively, please note that any other options available to your organisation (i.e. “Use the Marketplace”) are NOT Local Buy Pre-Qualified suppliers.

Please select “Use Local Buy Pty Ltd lists”, for Pre-Qualified suppliers.

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Step 5: Select a Category / Local Buy Arrangement

Browse ?

Select categories that align to your request to show corresponding lists and suppliers.

(Note: Once this request has been posted and made available to suppliers, you cannot 'untick' items already ticked.)

▼ **1: Select Categories** (0 of 344 selected) ?

Filter Categories by

Filter Categories ? [clear]

- ▼ **Building & Construction Materials**
 - Building & Construction Materials
- ▼ **Planning, Design, Surveying & Architecture**
 - Building Certification
- ▼ **Project Management Services (Civil Infrastructure)**
 - Buildings & Facilities

Use these categories

➤ **2: Select Supplier Lists** (0 of 0 selected) ?


➤ **3: Select Suppliers** (0 selected) ?

To filter through the categories and arrangements, type in and filter by the goods or services that you are procuring.

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Step 6: After confirming your categories, select the Local Buy Arrangement/s you wish to use.

Browse 


Select categories that align to your request to show corresponding lists and suppliers.

(Note: Once this request has been posted and made available to suppliers, you cannot 'untick' items already ticked.)


> 1: Select **Categories** (1 of 344 selected) 

▼ 2: Select **Supplier Lists** (0 of 1 selected) 

Filter Supplier Lists by


Filter Supplier Lists  [\[clear\]](#)

type here...

Supplier List(s) 

Building & Construction Materials LB298 (Pre-Qualified Suppliers)

[Use these lists](#)

> 3: Select **Suppliers** (0 selected) 

Select the Local Buy Pre-Qualified Supplier List/s.

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Step 7: Select your Local Buy Pre-Qualified Suppliers

Browse ?

Select categories that align to your request to show corresponding lists and suppliers.
(Note: Once this request has been posted and made available to suppliers, you cannot 'untick' items already ticked.)

> 1: Select **Categories** (1 of 344 selected)

> 2: Select **Supplier Lists** (1 of 1 selected)

▼ 3: Select **Suppliers** (0 selected)

Filter Suppliers by

Text Filter Supplier Filter Tags Distance Filter

Social Enterprise: Social Traders Verified Local Buy Supplier: Pre Qualified Supplier Indigenous: Identified

[clear]

<input type="checkbox"/>	Supplier + Supplier List	Categories	Distance
<input type="checkbox"/>	ATOM - Aqua Terra Oil & Mineral Supply Company Building & Construction Materials LB298		740 km
<input type="checkbox"/>	BOLWARRA ENTERPRISES ta Wongabel Quarries Concrete Building & Construction Materials LB298		1,365 km
<input type="checkbox"/>	Caims Hardware Company Pty Ltd Building & Construction Materials LB298		1,387 km
<input type="checkbox"/>	NORTRUSS BUILDERS SUPPLIES Building & Construction Materials LB298		
<input type="checkbox"/>	Stratco NT Building & Construction Materials LB298		2,639 km
<input type="checkbox"/>	Woodman McDonald Hardware Pty Ltd Building & Construction Materials LB298		802 km

Showing 1 to 6 of 6 entries

Supplier list legend

Your selection of this supplier will be saved when you press the "Use these suppliers" button. You can deselect them at this point.

Buyers will be able to see the suppliers mapped out by using this geo-location tool.

Refer to Slide 9 for more info on the Map and filtering options.

Suppliers can be filtered by Name, Category Match, Distance and SI-Badge by selecting the icon.

Refer to Slide 10 for more info on SI-Badges.

Buyers will be able to change the address to sort suppliers from i.e. default is from buyer location, however this can be changed to another address.

Buyers will be able to click on each supplier profile to see relevant services, office locations, compliance and qualification details and documents i.e. insurances, WHS etc. These are managed by Local Buy.

Step 7: Map & Filtering

Filter Suppliers by

Text Filter

Supplier Filter Tags

Distance Filter

from Newstead QLD 4006

View filter options ^

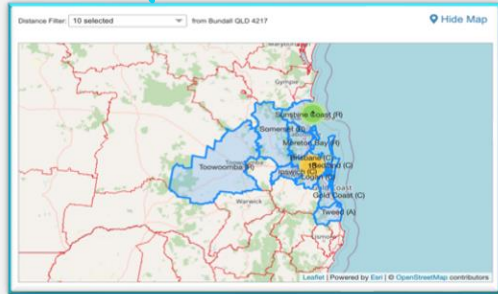
Social Enterprise: Social Traders Verified Local Buy Supplier: Pre Qualified Supplier Indigenous: Identified

[clear]

Click on 'Map' to bring up the 'geo-location' tool.

Organisations also have access to filter one or multiple LGA Boundaries.

Filter the suppliers by distance from your location or Local Government Areas.



Distance Filter: Within 50 km from Newstead QLD 4006

Search

- Show All
- Within 5 km
- Within 10 km
- Within 25 km
- Within 50 km
- Within 100 km
- Within 250 km
- Within 500 km
- Within 1000 km
- Within Queensland
- Within Australia

Map labels: Maroochydore, Caboolture, Moreton Bay Marina, Gold Coast, Warwick

Leaflet | © OpenStreetMap contributors

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Step 7: SI-Badges

Filter Suppliers by

Text Filter ?

Supplier Filter Tags ?

View filter options ^

Social Enterprise: Social Traders Verified ? Local Buy Supplier: Pre Qualified

[\[clear\]](#)

Supplier + Supplier List

Neon Logic Agency
 Adelaide St, Brisbane City QLD 4000 Australia
 Advertising & Media Services BUS260-0417

Supplier Details

Business Management Services BUS272
Local Buy Pty Ltd Pre-Qualified Suppliers

Business Name (validated): **Total Management and Training**
 ABN: 37 604 804 257
 Address: 30 Minnie Street (Cnr Minnie and Water Streets)
 Cairns, Queensland 4870
 Australia

Business Description: We are a health and safety consultancy and registered training organisation (number 31178) based in Queensland. We are able to assist in areas including workplace health and safety, safety in the construction industry, training and assessment, leadership and management, business qualifications, health and allied health qualifications, fire safety, auditing and consultancy, WHS inspections, integrated management systems, or training in high risk occupations and certifications.

Primary Contact: **Kyle O'donoghue (Accounts Manager)**
 Email: kylie@totalmantra.com.au
 Primary phone: +61 07 4051 6357
 Mobile phone: None Provided
 Fax number: None Provided
 WebSite: <https://www.totalmantra.com.au/>
 Number of employees: 15 to 19
 Annual revenue: < 5M

Attachments: **total management and training bus272 pricing.xls** Added : 30/Apr/2020 10:53 AM

Current compliances:

TYPE	POLICY DOC #	COVERAGE VALUE \$	ISSUED BY	EXPIRY DATE	DOC	NOTES
Professional Indemnity Insurance	12070001	10000000	Besso Limited	30/Jun/22	View	
Public Liability Insurance	10M 6642977	20000000	CGU Insurance	25/Mar/22	View	
Workers Compensation Insurance	WCA150670787	Not provided	WorkCover Queensland	30/Sep/21	View	

Local Buy Supplier: **Pre Qualified Supplier** + This supplier is appointed as a Local Buy Pre Qualified Supplier. Please review the approved categories under the Local ... [View Details](#)

SI-Badges appear against the supplier profile. These currently include Local Buy Pre-Qualified Supplier, Social Enterprises and Indigenous.

Local Buy Supplier

Advertising and Media Services

Business Name (validated): **Neon Logic Agency**
 ABN: 72 002 208 915

Status: + **Pre Qualified Supplier**
 This supplier is appointed as a Local Buy Pre Qualified Supplier. Please review the approved categories under the Local ...

Reasons: This supplier is identified as a Local Buy Supplier. The supplier has been appointed to a Local Buy Panel Arrangement through a public tender process in accordance to the Local Government Regulation requirements. To engage under the Local Buy Terms and Conditions please engage by the Local Buy Lists only.

Step 8: Add in information about what you're requesting.

Request Wizard

VP reference #: VP196428
Your reference #: RFO#

RFX Name

Select Suppliers

Details & Info

Ask Questions

Add Files (0 files)

RFX Budget

Submission Dates

➔

Save & Post

[Preview](#) | [Copy](#) | [Delete](#) | [Exit](#)

Fencing Services

Describe what you need. ?

Enter the details and specifics of what you need (required) ?

Background information/compatibility requirements (optional) ?

Desired Outcomes 'Nice to haves', Conditions & Warranties, SLA's, Project benefits etc. (optional) ?

Save and Continue

Buyers are required to enter in the details of their request here.

This could be as much detail as possible, or a quick outline, referring suppliers to an attached specification/returnable forms etc.

Optional fields for additional information.

Tip: It is recommended to complete these fields if buyers are not attaching more detail i.e. specification document etc.

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Step 9: Add in questions, marking them as optional or mandatory, and determine the format for answers.

Tip: Questions will be visible in the order that they're added.

Refer to Slide 13 to see the questions from the point of view of a Supplier.

Request Wizard

VP reference #: VP196428
Your reference #: RFO#

RFX Name

Select Suppliers

Details & Info

Ask Questions

Add Files (0 files)

RFX Budget

Submission Dates

➔

Save & Post

[Preview](#) | [Copy](#) | [Delete](#) | [Exit](#)

Fencing Services

Add your criteria or questions. ?

Please add questions you want answered, adding one item at a time... [here are some suggestions](#) skip this step

What do you want to ask?

Is this question mandatory? ?

Yes. Suppliers must answer this question.

No. This question is optional.

What format do you expect suppliers to answer the question in? ?

Add this question

Your current questions

You have not added any questions...

Save and Continue

Text
▼

Text

Numbers


Money

Date

Yes/No

Custom selection (Drop down list)

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Step 9: Supplier View - Answering Questions

Supplier Details

Response Details

Answer Questions

Add Files (0 files)

Price Details

➔

Save Response

[Preview](#) | [Delete](#) | [Exit](#)

Responding to RFx: **Building Repairs**
 Responses close at: **27/Feb/2020 3:00 PM**

Questions and criteria asked by the buyer. Please respond to these. ?

The buyer has marked at least 1 question as requiring an answer. These are indicated with a *

- 1 : Outline your experience with similar projects (give examples).
*
- 2 : What is your company's yearly Turnover? (AUD) \$
- 3 : How big is your company (No. of staff)?
- 4 : When can you complete this work by?
- 5 : Do you have \$10M + in Public Liability Insurance?
 Yes No
- 6 : Please select the number of relevant years work experience you have
* Select an option

Response Fields as defined by Buyer

Date field uses Calendar

Required answers marked with a red Asterisk (*)

Drop down list uses the custom selection defined by the Buyer.

Select an option

- 0-2 years
- 2-5 years
- ✓ 5-10 years
- 10+ years

Step 10: Attach any files

Request Wizard

VP reference # : VP196428
Your reference # : RFQ#

✓ RFX Name

✓ Select Suppliers

✓ Details & Info

✓ Ask Questions

Add Files
(0 files)

RFX Budget

Submission Dates

➔

Save & Post

[Preview](#) | [Copy](#) | [Delete](#) | [Exit](#)

Fencing Services

Add files to this request. ?

Multiple file upload mode

Click to select up to 50 files to upload (max 15Mb each)

Switch to large file upload mode

Save and Continue

Use this to upload up to 5 files each up to 150Mb in size, one at a time.

Use the same file name as those already uploaded will existing file.

[skip this step](#)

Switch between large and multiple file upload here.

Buyers can upload 50 files up to 15Mb each or 5 files up to 150Mb each.

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Step 11: Select Estimated Value for your Request

Decide on whether the Suppliers must provide a total price.

Refer to Slide 16 to see 'detailed pricing'.

Record a specific budget here, this will be visible in reporting but hidden from Suppliers.

Decide whether your Estimated Value is visible to Suppliers.

Request Wizard
VP reference # : VP196428
Your reference # : RFD#

RFx Name

Select Suppliers

Details & Info

Ask Questions

Add Files (0 files)

RFx Budget

Submission Dates

➔

Save & Post

Preview | Copy | Delete | Exit

Fencing Services

Do you require suppliers to provide a total cost when responding?

Yes. Suppliers MUST provide a total cost.
 No. Optional

❓ Selecting YES means suppliers MUST enter a total cost as part of their response and nominate if it's a 'fixed' or 'estimated' amount.

Provide an estimated and budgeted request value.

Estimated Value (required) ❓

- Up to 2,500
- 2,500 to 10,000
- 10,000 to 25,000
- 25,000 to 50,000
- 50,000 to 100,000
- 100,000 to 150,000
- 150,000 to 300,000
- 300,000 to 500,000
- 500,000 to 1M
- 1M to 3M
- Over 3M

Budgeted Value (optional) (hidden from suppliers) ❓

\$

Whole positive numbers only (No '\$' or ',')

Disclose estimated value (above) to suppliers? (required)

Hide from suppliers
 Show to suppliers

Save and Continue

Step 11: Pricing Detailed View

Supplier provided pricing

Price EXCLUDING Tax: \$ 2,600.00 AUD
 Tax Component: \$ 260.00 AUD
Total price: \$ 2,860.00 AUD
 These prices are: Fixed
 Comments: None provided.

[View detailed pricing](#)

Quoted items

Product
1 photo session (Daily Rate)
2 photo editing services (Hourly Rate)
3 Printing of Brochure
4 Brochure Design

Quoted items

Product	RC D%	#	Unit Price	Tax	Total Price
1 photo session (Daily Rate)		1 x	\$1,100.00	\$110.00	\$1,210.00
2 photo editing services (Hourly Rate)		4 x	\$100.00	\$40.00	\$440.00
3 Printing of Brochure		10 x	\$50.00	\$50.00	\$550.00
4 Brochure Design		1 x	\$600.00	\$60.00	\$660.00
				\$260.00	\$2,860.00

Quoted items - Detailed View

Product	RC D%	#	Unit Price	Tax	Total Price
1 photo session (Daily Rate)		1 x	\$1,100.00	\$110.00	\$1,210.00
Product	photo session (Daily Rate)				
Original name from ratecard	photo session (Daily Rate)				
Ratecard sourced from	Photography & Filming Services				
Description	Not provided.				
Quoting Tax Inclusive? (Yes)	Auto calculated.				
Unit Price	Ex tax		\$1,100.00		Original Ratecard
Quantity quoted			x 1		
Post Discount Total			\$1,210.00		
Tax Rate Applied (10.0%)			\$110.00		
TOTAL	Inc Tax		<u>\$1,210.00</u>		

Suppliers can submit a cost breakdown and a summary price as required.

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Step 12: Set an open and close date for the Request and an Expected Decision Date

During the open period, Suppliers can respond - when the Request closes responses can no longer be submitted.

Request Wizard

VP reference #: VP196428
Your reference #: RFQ#

RFx Name | Select Suppliers | Details & Info | Ask Questions | Add Files (0 files) | RFx Budget | **Submission Dates**

Preview | Copy | Delete | Exit

Fencing Services

When can suppliers respond. ?

Enter the dates suppliers can respond within (minimum duration of 4 hours.).

From (open) date: **To (close) date:**

Evaluation Period

After the closing date has passed, I anticipate completing my evaluation of responses within...

1 day 1 week 2 months
 2 days 2 weeks 3 months
 3 days 3 weeks 4 months
 4 days 4 weeks 5 months
 5 days 6 weeks 6 months

The Evaluation period provides guidance with the Suppliers as to when a decision is likely to be made.

Step 13: Select evaluation method (can be changed later), nominate query cut-off period and anonymity settings before posting

Decide on an Evaluation method. The methods available here may vary depending on your organisation's access.

Tip: see next page for a breakdown of evaluation methods.

Save and Post to suppliers.

Congratulations! You are ready to post your request!

How do you anticipate evaluating and deciding on supplier responses?
Please select the method you anticipate using to evaluate and recommend which supplier(s) will be successful (or not) with regards this request.
Please note the following:

- You must select or decline all responses to this request to finalize and commit your evaluation decisions.
- Suppliers will only be advised of their selection status after this request has been finalized. You will be asked to confirm this.
- You can change this method at anytime up until you've finalized and committed your evaluation decisions.

Quick Select
 Evaluation Matrix
 Multi-Party Evaluation
(Hover your mouse over each method to see a description!)

Supplier query cut-off period
You can set a cut-off period prior to this request closing from which suppliers can no longer ask questions.
This request closes on **Monday 03 Aug 2020 05:00 PM**. How many days prior to this do you wish to cut-off supplier queries?

Please select a cut-off period prior to RFx closing

Anonymity Settings
Do you wish to remain anonymous to suppliers for this request?
Anonymous means that suppliers can see your organisational details but not your personal and contact details. These will remain hidden until you specifically grant access.

Anonymous - Hide my personal and contact details
 Show my personal and contact details

You now have two options:

- You can save this as a draft, or
- You can Post it, allowing suppliers to respond (within the defined submission dates)

Set a cut off period for Supplier questions.

Tip: Suppliers have the ability to ask questions through the VendorPanel Platform, buyers will be notified of the question and can answer within the platform privately or in a public forum for all suppliers to see.

If selecting anonymous, Suppliers will see that they have a Request from your organisation but not know who.

Showing your contact details, means that they will see your VendorPanel Profile.

Step 13: Evaluation Methods *Note: Suppliers cannot see this evaluation*

All Buyers have a choice of Quick Select and Evaluation Matrix methods for evaluating their responses. Depending on your access level, Buyers may also be able to access Multi-Party Evaluation. The preferred method is often determined by the complexity of the request and whether one, or many evaluators are required.

Buyers can change the evaluation method at any time throughout the life of the request.

Quick Select: this allows you to record your decision by 'Quick' selecting or declining each response. You can complete your evaluations via an offline process.

Evaluation Matrix: An Evaluation Matrix is a single-party evaluation that helps you identify the best Supplier(s) based on your criteria and weightings. You set up your evaluation criteria and weightings, review each response, enter your scores and comments. The Matrix will automatically calculate a weighted score for each criteria you've entered.

Once the response are scored, you can make a decision, record your reasons and select or decline each Supplier.

Multi-Party Evaluation: A Multi-Party Evaluation allows you to set criteria and weightings then invite evaluators to participate in the evaluation of Supplier responses. The results will then be collated into a consensus identifying the best fit Supplier. You will then be able to select and decline the Supplier responses.

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FAQs

What if I can't find the category I need?

Your Local Buy Arrangements often include provision to RFQ for other goods or services of similar nature. Please review specifications further via VendorPanel or contact us on enquiry@localbuy.net.au or 1800 LB HELP (1800 524 357).

I see a "public marketplace". What is this?

If your access includes the "public marketplace", it is important to note that these are NOT pre-qualified suppliers under the requirements of the Local Government Regulation. It is strongly recommended to only use the "public marketplace" for quotations via categories not otherwise available under Local Buy Arrangements.

Can I create a Request using multiple categories?

Yes, you can create a Request using multiple categories from Local Buy Arrangements. You cannot include "public marketplace" categories as they are not pre-qualified suppliers and do not protect buyers under the Regulation or T&C's.

When Suppliers submit a price, are they able to submit a breakdown of costs or just a summary price?

Suppliers have a choice of using Detailed Pricing Mode or Summary Pricing Mode, it is the Suppliers choice which mode they use. The default is for them to submit detailed pricing. This is decided by the Supplier on a Request by Request basis.

Can I see when a Supplier has opened my Request?

Yes, you can use the Request statistics button to view whether Suppliers have been notified, have read you Request and also whether they are responding.

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FAQs

Can more than 2 people work on the same Request

A Request can only sit in one account. It will be visible to the user who owns it, and also to their manager. If another team member needs to work on the same Request it will need to be transferred to their account (this can be done on a permanent or temporary basis).

Buyers are also able to delegate tender questions to other team members to respond to.

How do I access a report on my procurement?

You can use the 'Download Everything' button to download a .csv that has all of the information about your Request. This includes a .pdf summary report, and a .csv report on all questions and answers.

How can I close a procurement once I've selected my successful Supplier?

Once you have Evaluated and selected a successful Supplier you will need to finalise your Request. This will close off the event, save your results in the reporting visible to Administrators and will make your decision visible to Suppliers.

How can I issue an addendum?

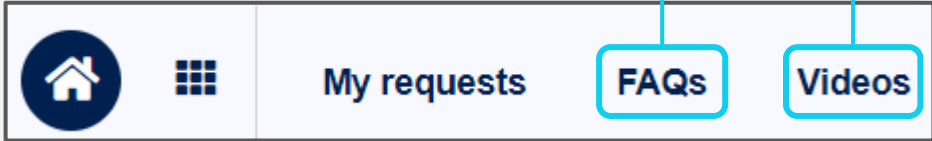
You can issue an addendum while the Request is open by editing the Request. You can add addenda, update the questions etc. You are then able to notify Suppliers by writing in the 'Notify Suppliers of Changes' box when you save and update.

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VendorPanel Technical Support

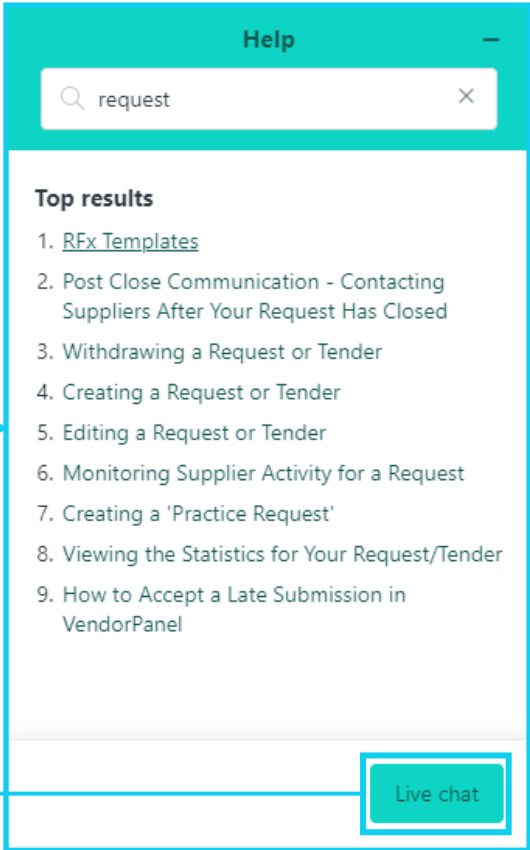
Self-Help Options



The navigation bar contains a home icon, a grid icon, and three main sections: 'My requests', 'FAQs', and 'Videos'. The 'FAQs' and 'Videos' sections are highlighted with blue rounded rectangles.

Support Team: 03 9095 6181
Live Chat: Mon-Fri (Normal Business Hours)
Leave Us a Message: (Outside of Normal Business Hours)

 Help



The 'Help' window has a teal header with the title 'Help' and a search bar containing the text 'request'. Below the search bar, there is a list of 'Top results' with 9 items. A 'Live chat' button is located at the bottom right of the window.

Help

request

Top results

1. [RFx Templates](#)
2. Post Close Communication - Contacting Suppliers After Your Request Has Closed
3. Withdrawing a Request or Tender
4. Creating a Request or Tender
5. Editing a Request or Tender
6. Monitoring Supplier Activity for a Request
7. Creating a 'Practice Request'
8. Viewing the Statistics for Your Request/Tender
9. How to Accept a Late Submission in VendorPanel

Live chat

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Any Questions?

Contact Local Buy

For more information about Local Buy Arrangements, please contact:

enquiry@localbuy.net.au or 1800 LB HELP (1800 524 357).

For more information on your Nex Gen Procurement Ecosystem, please contact:

nexgen@localbuy.net.au or 1800 LB HELP (1800 524 357).

Contact your administrator

Select your name in the top right corner of VendorPanel to find the contact details about your VendorPanel administrator.

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