Going to Market

A buyer's guide to VendorPanel & Local Buy Arrangements

Version 3 – July 2022

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VendorPanel

localbuy

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

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

My requests

Create a new request
Create request from Template
Create a **practice** request

Manage your RFx Templates

View open public tenders
View closed public tenders

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My requests   Admin tools   FAQs   Videos

Angel Benham
logout

Critical Tasks

To-Do Tasks
None...

Supplier Lists
Local Buy Pty Ltd lists
c.net Essential lists
Public Marketplace lists
All lists

Browse suppliers by category
Search for a supplier

VendorPanel Mobile
Download for Android or iOS

What do you need?
Use our dynamic Policy Guide tool to find out what you need to do.

Get Started

Hi Buyer...

My Requests (Rfx's)
CREATE a new request

Training Tools
Video Tutorials

Buyers can view supplier lists they have access to, before raising a request.
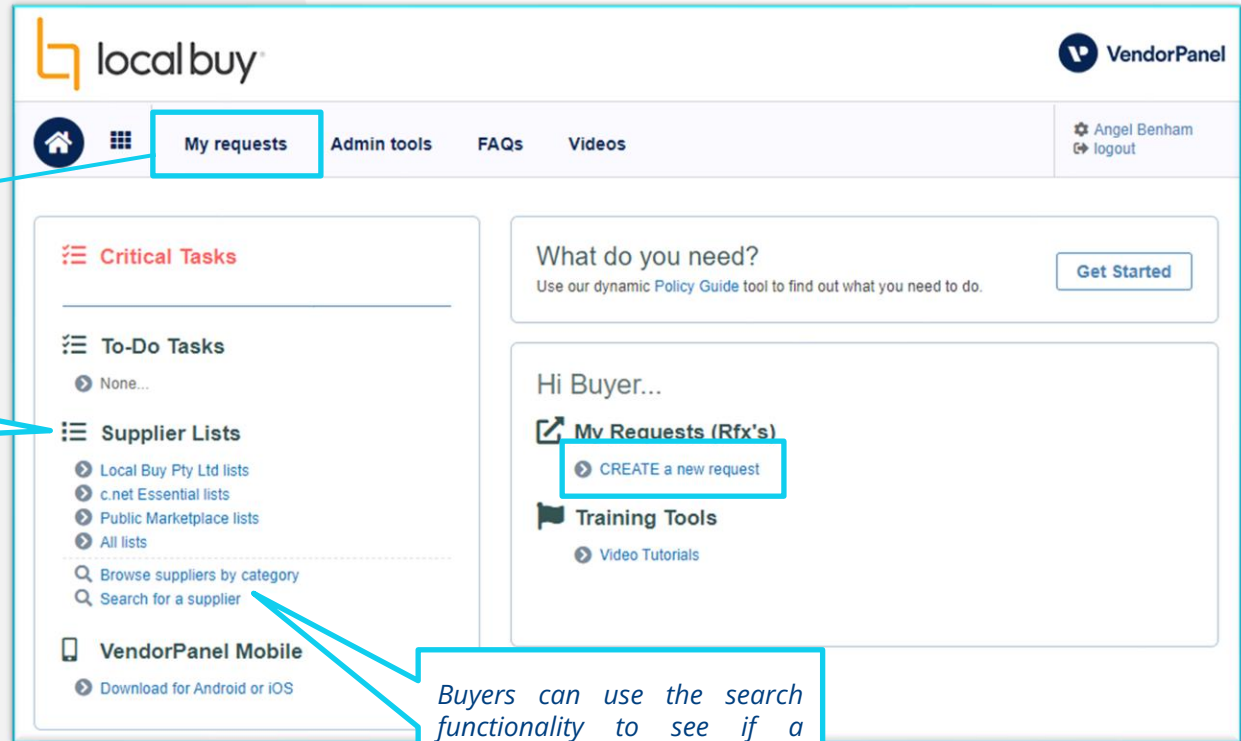
Buyers can use the search functionality to see if a particular supplier is registered in VendorPanel.

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

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.

Request Wizard

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

→ Save & Post

w | 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) ❓

Fencing Services

Your reference number (optional) ❓

RFQ#

Save and Continue

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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 arrangement detail as part of their planning process.

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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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	6	3
4	Business Management Services BUS272	224	4
5	Call Centre & Customer Admin Services - BUS263	6	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 BUS262	446	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)	69	3
24	Open Spaces, Parks, Play, Sport & Rec. BUS267	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	86	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

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.)

ˇ 1: Select **Categories** (0 of 344 selected)   ❓

Filter Categories by

Filter Categories ❓   [clear]

Build

ˇ **Building & Construction Materials**
 ☐ Building & Construction Materials
ˇ **Planning, Design, Surveying & Architecture**
 ☐ Building Certification

ˇ **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)

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

Use these lists

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

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 ❓	
type here...	select filter tags...	Show All / from Newstead QLD 4006	📍 Map

View filter options

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

[clear]

Show 100 entries

☐	Supplier + Supplier List	Categories	Distance
☐	ATOM - Aqua Terra Oil & Mineral Supply Company Building & Construction Materials LB298	👤	740 km
☐	BOLWARRA ENTERPRISES ta Wongabel Quarries Concrete Building & Construction Materials LB298	👤	1,365 km
☐	Cairns Hardware Company Pty Ltd Building & Construction Materials LB298	👤	1,387 km
☐	NORTRUSS BUILDERS SUPPLIES Building & Construction Materials LB298	👤	
☐	Stratco NT Building & Construction Materials LB298	👤	2,839 km
☐	Woodman McDonald Hardware Pty Ltd Building & Construction Materials LB298	👤	802 km

Showing 1 to 6 of 6 entries

Use these suppliers   **Cancel**

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.

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.

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 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.

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Step 7: Map & Filtering

Filter Suppliers by

Text Filter
type here...

Supplier Filter Tags
select filter tags...

Distance Filter
Show All

📍 Map

from Newstead QLD 4006
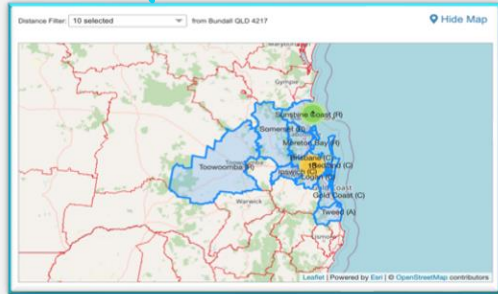
View filter options ⌃

☐ 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   📍 Hide Map

Search

Distance
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

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Step 7: SI-Badges

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

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

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.

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.

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 ▾

Update and Continue

Response Fields as defined by Buyer

Date field uses Calendar

Required answers marked with a red Asterix (*)

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

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Step 10: Attach any files

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.

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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

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

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 $ ▦	$1,100.00
Quantity quoted	x 1		
Post Discount Total	$1,210.00		
Tax Rate Applied (10.0%)	$110.00		
TOTAL Inc Tax	**$1,210.00**		

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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.

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

logo: local buy

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.

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.

Set a cut off period for Supplier questions.

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.

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

[Save as draft] [Post it!]

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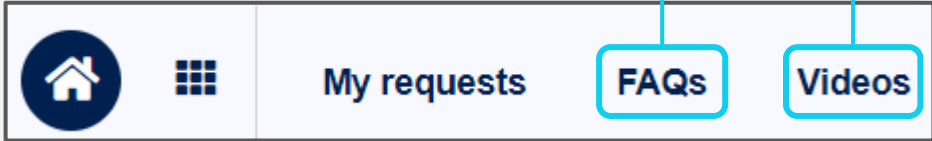
How can I issue an addendum?
You can issue an addendum while the Request is open by editing the Request. You can add addenda, update the questions etc. You are then able to notify Suppliers by writing in the 'Notify Suppliers of Changes' box when you save and update.

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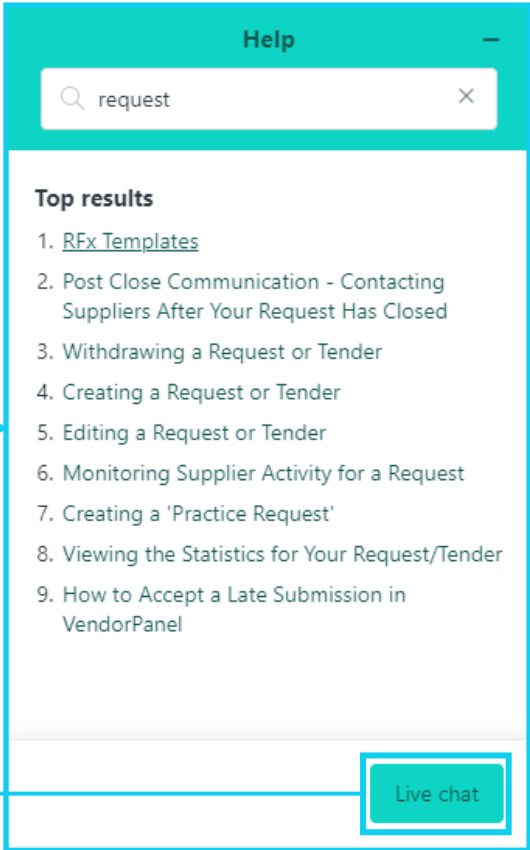# VendorPanel Technical Support

Self-Help Options

Support Team: 03 9095 6181

Live Chat: Mon-Fri (Normal Business Hours)

Leave Us a Message: (Outside of Normal Business Hours)

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My requests **FAQs** **Videos**

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

Help

Live chat

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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