VendorPanel Supplier Information Guide

BSC Procurement

Contents

Introduction

Banana Shire Council (BSC) has launched VendorPanel Marketplace, an online procurement platform that helps Council buyers find local suppliers and award contracts. VendorPanel Marketplace is free to access for suppliers and offers an equal opportunity for local suppliers to tender for Banana Shire Council contracts.

VendorPanel uses geolocation to make it easy for Council to identify local suppliers and invites them to submit quotes and proposals for their projects and works. The threshold has been set for amounts over $ 5,000 (gst excl).

Vendor Panel

Vendor Panel is a platform which allows Banana Shire Council to gather information easily for quotations. Utilising Vendor Panel ensures complete transparency and is readily available for council "buyers".

Local Buy

Local Buy is the procurement division of the Local Government Association of Queensland (LGAQ). It offers services to Local Government through pre-approved and pre-qualified panel lists. Local Buy is an exception under the Local Government Regulation. All suppliers go through a strict and stringent application process, tendering their services and having their qualifications, compliances and financials checked.

The terms and conditions of a contract under Local Buy are different to standard Banana Shire Council terms and conditions. When engaging a supplier from Local Buy, the Local Buy Contract number **MUST** be quoted on all documentation, and a referral to the Local Buy Terms and Condition's made. Quotes obtained from Local Buy must follow the Procurement quotation thresholds.

Public Marketplace

The Public Marketplace is an open market, where buyers can request quotes or issue tenders to suppliers. Any business can register as a supplier on the Marketplace. Businesses registered on the Public Marketplace are visible to all buyers registered with Vendor Panel.

Suppliers on this list **DO NOT** have their compliances, insurances, qualifications etc checked or vetted, therefore it is the **BUYERS** responsibility to check all of these details before engaging the supplier.

Supplier Set Up

Registering for the Public Marketplace

The public marketplace is an open market, where buyers can request quotes or issue tenders to suppliers. Any business can register as a supplier on the marketplace.

Registering for the marketplace is straightforward. To create a profile, open the following webpage:

https://www.vendorpanel.com.au/Marketplace.aspx

Creating your account

1. Select a category relevant to your business and click 'Register'
2. Enter the required details:
    a. First name, surname, and email address
    b. Select the sub-categories relevant to your business.

(When choosing sub-categories, select **ONLY** categories that are relevant – do not select categories for things your business does not, cannot, or is not licensed to provide.)

Enter the security code provided on screen into the blank box beside it
Click Request Invitation (Vendor Panel will now send a link to the email address you provided)

To register for multiple categories, you will need to follow the steps above for each different category and re-enter the details using the same email address – this will ensure all the categories will be linked to your account.

3. Once you have received the request invitation from Vendor Panel, click the link in the email.
    a. Enter your first and surname
    b. Check the email address is correct
    c. Create the password

4. Next you will need to add:
    a. Your location and time zone

(Your street address is used to calculate the distance between you and others, and the time zone is to ensure date/time are relative to you.)

    b. Confirm your personal and organisation details

(If you do not have ab ABN/CAN, click on the 'do not have an ABN' text in blue on the left-hand side, this will allow you to enter a Display Business Name instead.)

    c. Complete the details for the supplier lists you have registered for

This information will need to be completed before you can respond to any request for quotes or tenders.
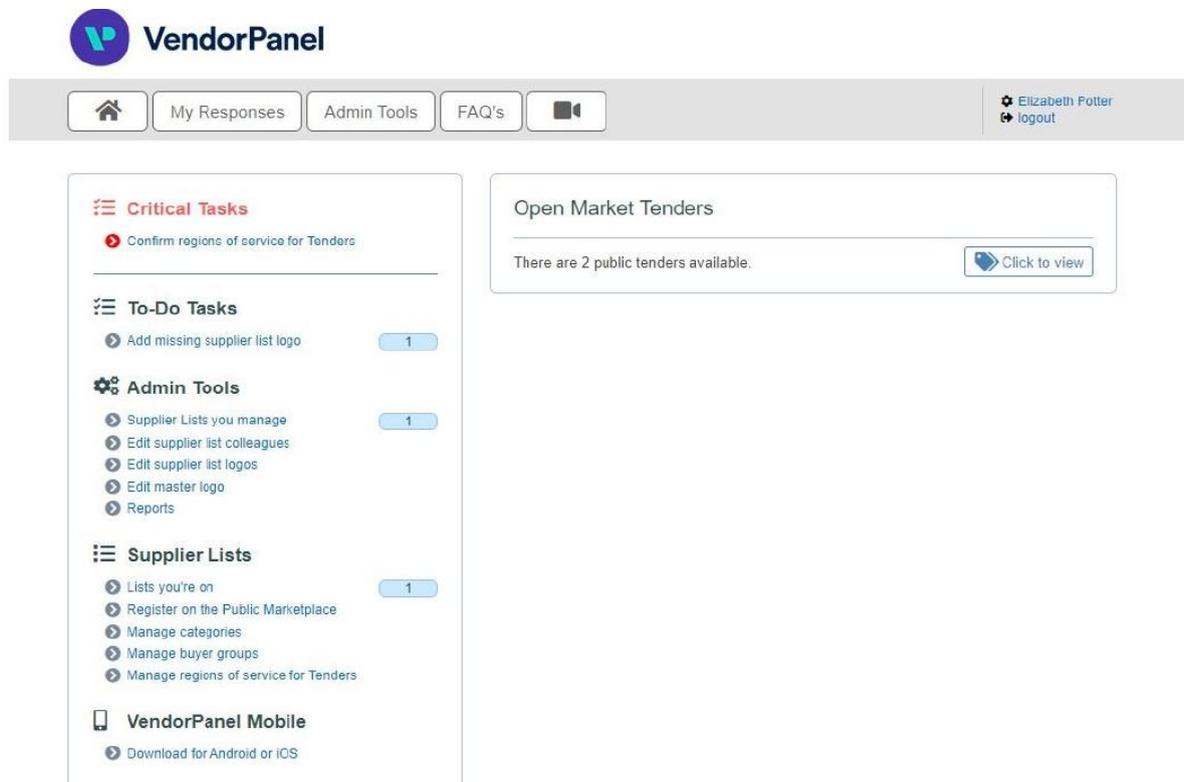
5. Your supplier profile has been created

Profile Tips

➢ When filling in your personal and organisation details it is important to ensure you enter as much detail as possible.

➢ In the business description enter an overview of your business and the products/service you provide. <u>The more information you can provide here, the better.</u> When buyers are searching for products/services they can view the information you have provided to aid in their decision making for who to issue their RFQ/RFT to. If you have information missing, they may choose not to offer you an opportunity to quote.

➢ When buyers are searching for products/services they can search on key words, such as 'pressure washing', if this is mentioned in your description Vendor Panel will search this information and provide it in the search results to the buyer.

➢ We strongly recommend putting a link to your website in the <u>website URL</u> if you have one – this will ensure that buyers can see what it is you do and what products you offer.

Navigating a Supplier Account

When you login to the Vendor Panel Portal, the home screen will look like this:

Home Screen Menu

The menu is shown on the left-hand side of the screen, and includes the following information:

From this screen you can see the lists you have registered to on the Public Marketplace.

Clicking on the list name will bring up information on the list owner and their contact details. For the Public Marketplace, this will always be Vendor Panel.

Business Information

You can tailor and edit your business information for each list by clicking the edit button. This allows you to enter information about your business which is directly related to that category e.g., if your business covers different industries, products and/or services, you can have a separate business description for each list explaining what you offer.

Compliances, Qualifications and Rate Cards

If the list owner requires you to upload any of this information, you will be prompted here. On the Public Marketplace this is greyed out as 'not required'.

Colleagues

If you wish to add colleagues to the list, you can do so by clicking 'manage'. Once added, colleagues will also be notified and can respond to Requests posted to the list they are registered to.

Logo

Add your business logo by clicking on this box and uploading an image.

Business Profile Overview

Clicking preview details will show an overview of your profile from the information you have entered. This is the information that prospective buyers will see if they click on your profile.

Add or Manage Colleagues

The '*edit supplier list colleagues*' link will take you to a screen showing all lists you are registered to. From this screen select 'manage' for the list you would like to add a new colleague to, enter the colleagues name and email address and click invite. The colleague will receive an email with a link to register, once they have done so and completed their profile set up, they will show up as a colleague on your profile.

Colleagues will be listed on the left-hand side of this screen once they have completed their registration with Vendor Panel. The information shown will include their name and email address. If you would like to update the sub-categories that they will receive and can respond to requests for, you can do so by clicking filtering and then selecting or un-selecting from the options given. You also have the option to 'lock' the categories so that you have control over them, and the colleague cannot add or remove the selections.
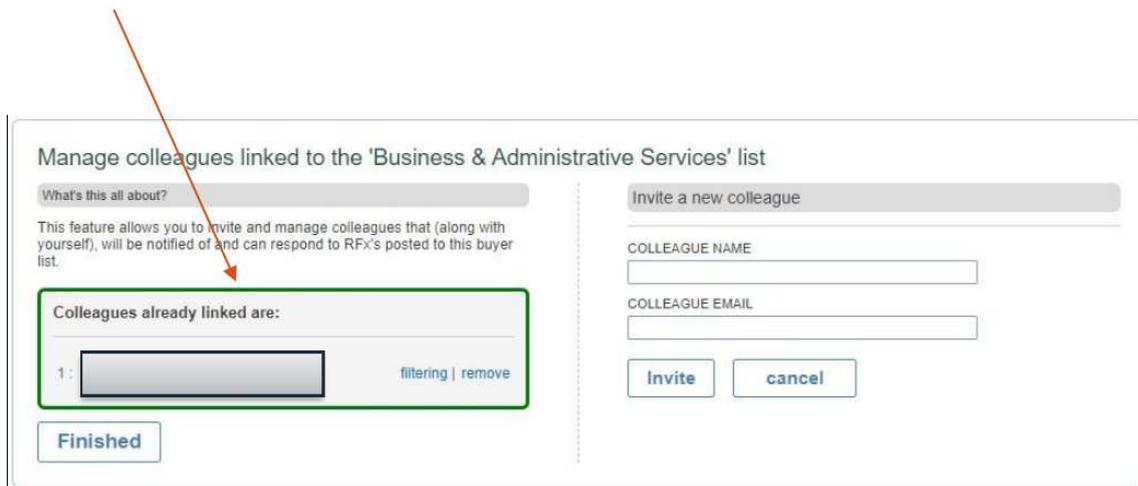
If a colleague leaves the company, or no longer requires access to the requests for the list they have been attached to, you can remove them by clicking 'remove'.

Add or Edit a Logo

From the Admin Tools menu, you can add or edit a logo for your master profile, as well as individual lists you have registered to.

To add or edit the logo your profile displays to individual lists click 'edit supplier list logos'. This will bring up a screen showing all lists you are registered to and the logo associated with them.

To add a master logo to your account, click 'edit master logo', If your business is registered

on one or more of the Banana Shire Council lists this is the business logo that will show up.

Reports

From the Admin Tools menu, you can download a report showing your response status for RFQ's and RFT's between a selected date range.

Click on the report you would like to view, you can then choose whether you want the report to generate for all requests that have been sent to your supplier account, or alternatively for a selected date range. The report will download in an excel spreadsheet format. Some of the information included in the report is shown below:

- Buyers/Company Name
- Date Responded
- Request Name
- Quoted Price
- Reference Numbers (Vendor Panel and Buyers)
- Name of email address of the person who responded
- RFx, Open and Close Dates
- List name, Owners and Contract No. if possible

Supplier Lists

Your Lists

Clicking 'lists you're on' takes you to a screen giving you an overview of all lists you have registered to. From this screen you can manage your categories, buyer groups and see documents you've uploaded for that list. You can also amend and add/remove any sub-categories related to the list if required

Registering to additional categories on the Public Marketplace

Click on 'Register on the Public Marketplace' under the supplier lists menu section. This will bring up the below screen. Clicking continue will log you out of your supplier profile and take you to the marketplace list page.

Register on VendorPanel Public Marketplace lists

The VendorPanel Marketplace is managed by VendorPanel and is used by government and corporate buying organisations.

Registering on these lists will give you access to more sales opportunities.

It is FREE to register, and it only takes a few minutes to get setup.

By registering:

- Organisations will be able to find you in the VendorPanel Marketplace.
- These organisations may invite you to quote on specific opportunities.
- You will be notified of relevant tenders and can respond to them.

(Continuing will log you out of your current session. Log back in once finished.)

Continue   Cancel

From this screen, choose the category you would like to register for and enter your name and email address as you did when you very first registered to Vendor Panel. You **MUST** use the same email address as your current Vendor Panel account to ensure that it links and will show up on your profile. Once you have submitted this, Vendor Panel will send you a link to confirm your registration with that category.

Managing your categories

Managing your categories and updating the sub-categories you have chosen can be done from the 'manage categories' link under the supplier lists menu. This will bring up a list of all categories you have registered to on the public marketplace. The bubble on the right-hand side of the list will show how many sub-categories you have selected from this list. To view, add or remove any subcategories click on the blue bubble and update as required.

Manage your category preferences for the lists you're on...

	RFX CATEGORIES
❓ Business & Administrative Services VendorPanel Marketplace	3 of 8
❓ Catering & Hospitality VendorPanel Marketplace	2 of 8
❓ Travel & Tourism VendorPanel Marketplace	1 of 14

Manage Buyer Groups

Clicking this link will provide an overview of the lists you are registered to, and the number of buyer groups(individuals/companies) who are also registered to procure products/services from this list.

Manage your buyer group preference for the lists you're on...

		BUYER GROUPS
❓ **Business & Administrative Services** VendorPanel Marketplace		360
❓ **Catering & Hospitality** VendorPanel Marketplace		364
❓ **HR Services** Douglas Shire Council		1
❓ **Travel & Tourism** VendorPanel Marketplace		361

Managing Regions of Service for Tenders

You can choose the regions you receive alerts from.

If your business only offers products/services in certain regions select these regions only – this will ensure you are notified of tenders available within this area.

If you can offer products/services further afield or want to be notified of tenders from other geographical locations, then you can select and unselect those areas as required from this screen.

View Open/Closed Public Tenders

These 2 links will log you out of your Vendor Panel account and take you to the public marketplace page, where you will be able to view details on both open and closed public

Open Market Tenders

From your home screen you can click to view current open public tenders. This will bring up a list of open tenders from the lists you are registered to.
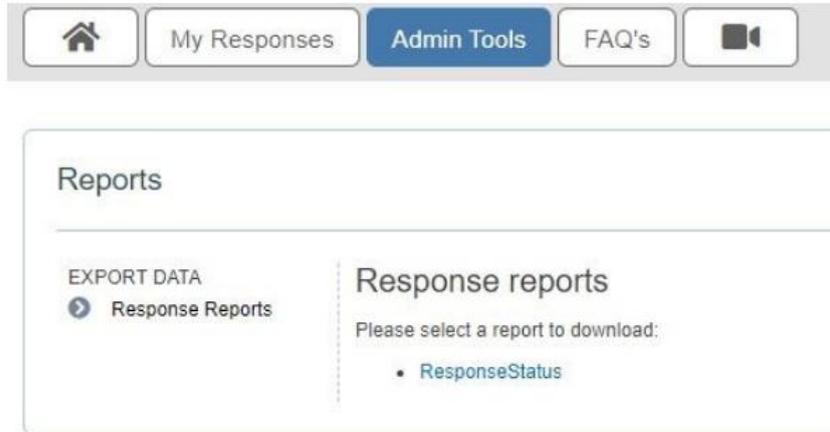
Reporting

Vendor Panel enables you to download a report showing your response statistics.

To download the report, click on Admin Tools and then response status, this will bring up an option to download all information on your response status from the date you set up your account, or from a selected date range.

The report will download in Excel Spreadsheet format and contains information on:

- Name of Buyer
- Type of Request (Quote, Tender)
- Request Name
- Vendor Panel and Buyer Reference numbers
- Open and Close date/time of the request
- Date you responded
- Quoted price (including and excluding tax)
- Response Status (Successful, Unsuccessful)
- Name and email address of the person who responded to the request
- List/Panel name, owner, and contract number (if applicable)

FAQ's and Additional Information

A list of FAQ's and short videos are available to assist you with your profile. This information can be found on the home screen on the Vendor Panel portal

Responding to a Request

Open tenders or quotes which you can respond to will show up on the Vendor Panel homepage.

Clicking the link to view all the open requests will bring up some brief information on the request. Hovering over the icons on the right-hand side will give you information on what they do.
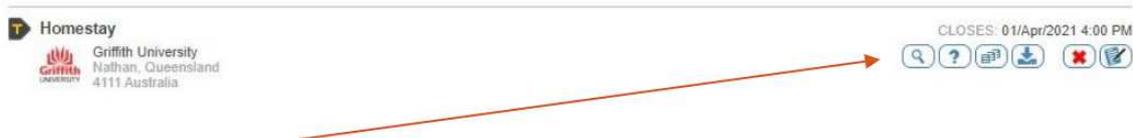
From these icons you can:

➢ View the request
➢ Ask the buyer a question regarding
➢ Access any documents the buyer has attached to the request
➢ Download and save all of the documents relating to the request
➢ Decline to respond
➢ Create a response

Creating a Response

When you click on the icon to create a response it will open up the Response Wizard. From here follow the prompts on each screen to create and submit your response

Supplier Details

Select the supplier list you wish to respond against and the supplier you wish to respond as.

Response Details

On the next screen enter the details requested in the boxes provided. If your response is to be uploaded as an attachment enter 'refer to attached response' or 'refer to attached [enter name of document]' in this box.

Optional reference. This is useful if you are providing multiple responses to the same request. (Note: buyers will see this)

Pops and Chops -

Enter the details of your response (required).

Add any additional comments you feel are relevant (optional).

Add Files

The third screen allows you to upload any files or documents relating to your response. If the request asks for copies of any specific documentation, qualifications, permits or compliances etc., you can also upload those here.

Add files to your response. ❓

Multiple file upload mode   Switch to large file upload mode

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

Note: Adding files with the same file name as those already uploaded will OVERWRITE the existing file.

You can upload multiple individual files from this screen, or alternatively if you have combined them all into one large document you can switch to the 'large file upload mode'.

Pricing

You have the option of adding in pricing information via a detailed or summary mode.

Select either Summary or Detailed pricing. ❓

Detailed pricing mode

Recommended when you want to build a more detailed quote, specifying prices for individual line items .

Detailed mode

Summary pricing mode

This mode allows you to provide a single total price. It's ideal when just supplying a basic quote or where listing individual line items isn't feasible.

Summary mode

Detailed Pricing

The detailed price mode allows you to enter multiple prices (e.g., for different products/services you may offer) and any discounts you may wish to include for bulk purchases etc.

Summary Pricing

Alternatively, you can enter a summary price and select whether it is estimated or fixed.

Account Details

On the account details screen, check that your Business Number and Name are entered correctly and either save your response as a draft if you wish to review or make changes later, or if you have completed your response, submit it to the buyer.

If you need to make any changes to response after you have submitted it, you can do so whilst the request is still open. Once the request is closed however, you will be unable to make any changes.

FAQ's and Additional Information

A list of FAQ's and short videos are available to assist you with your profile. This information

can be found on the home screen on the Vendor Panel portal.

Definitions

BSC	Banana Shire Council
Buyers	Employees who have a Financial Delegation (< $5,500)
FAQ	Frequently Asked Questions
LB	Local Buy
LGAQ	Local Government Association of Queensland
Local Buy	Procurement Division of the LGAQ
RFx	Request(s)
RFQ	Request for Quote
RFT	Request for Tender
T&C	Terms and Conditions
Vendor Panel	Banana Shire Council preferred Procurement Portal