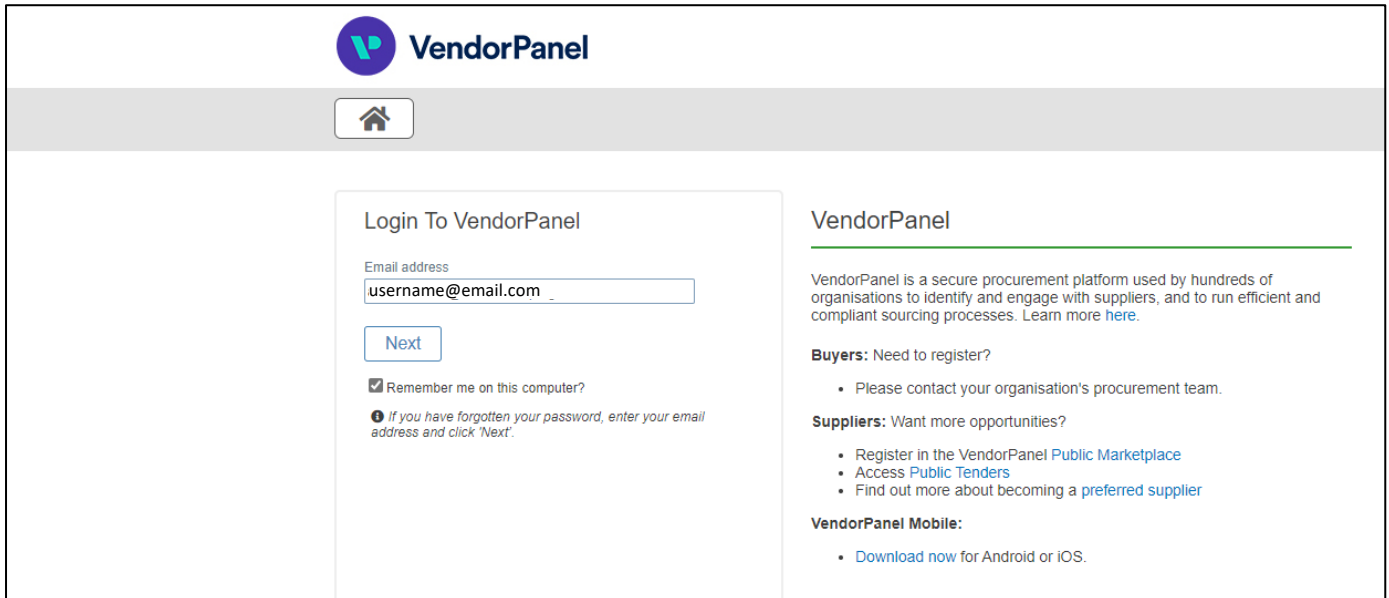


As a supplier to Council you will need to register with Vendorpanel to ensure you receive *Request for Quotes* and *Tenders*.

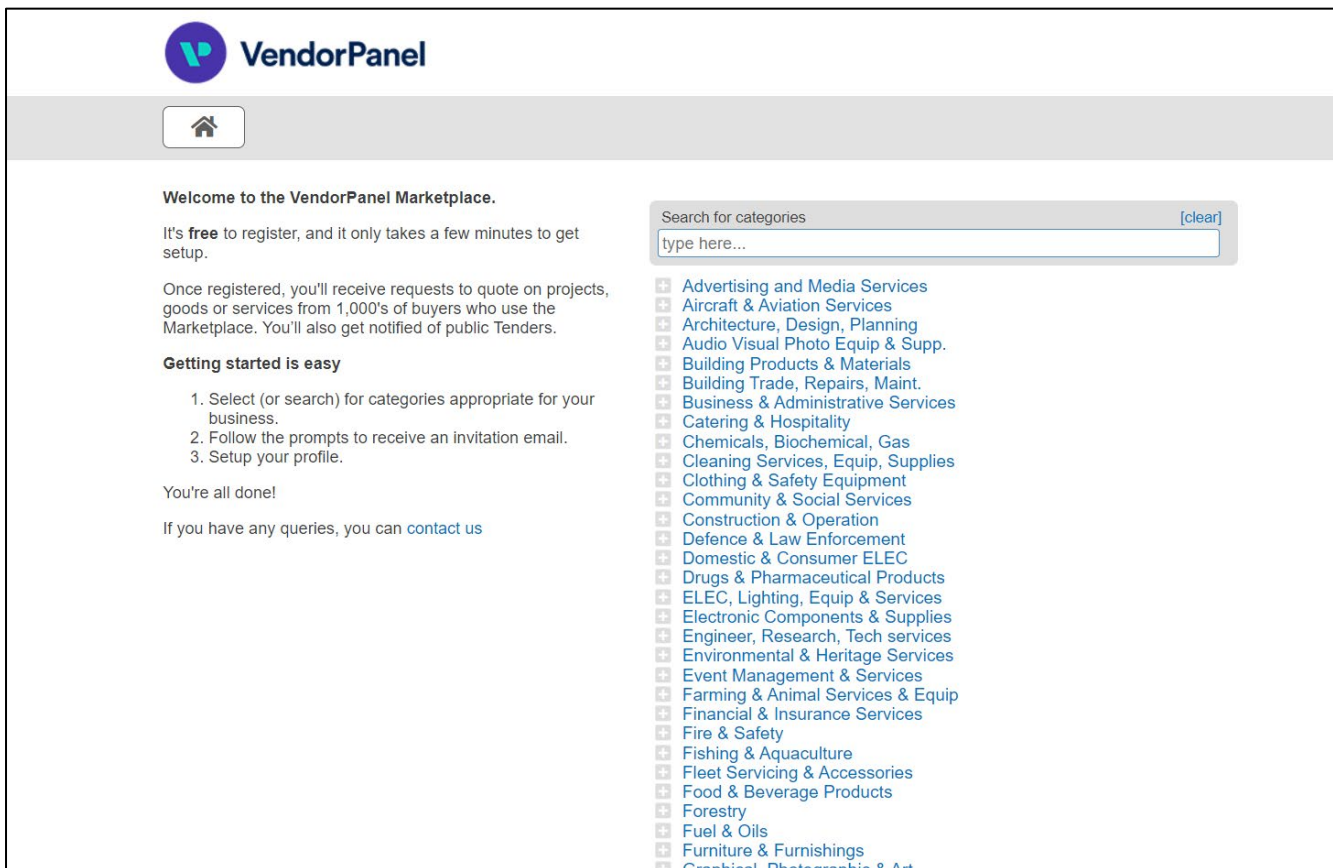
Step 1: To Register with Vendorpanel go to www.vendorpanel.com.au

Click “Register in the Vendorpanel Public Marketplace”



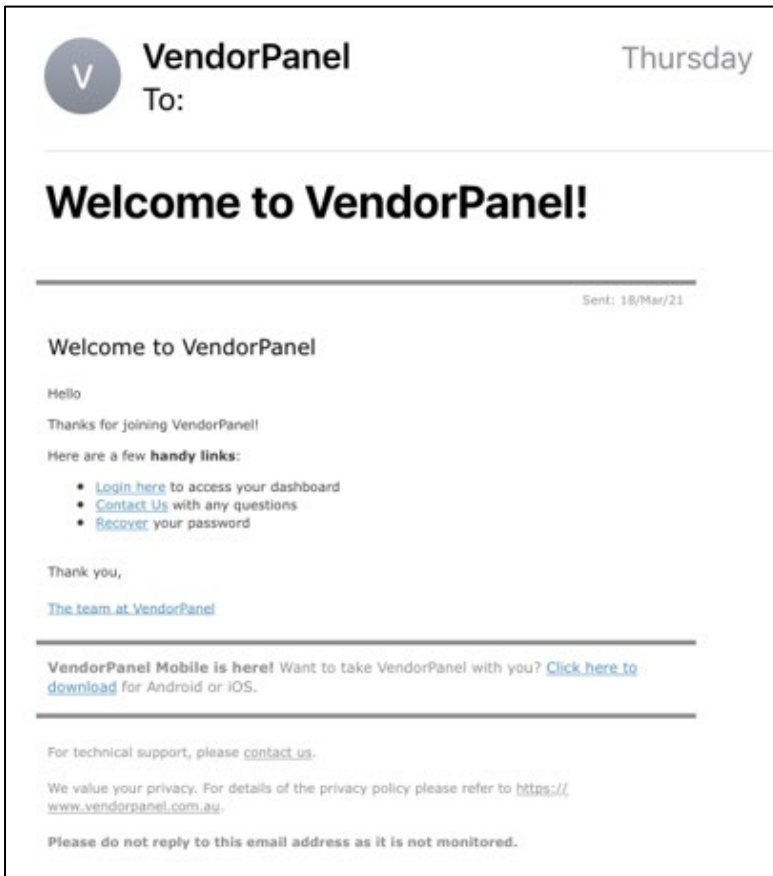
The screenshot shows the VendorPanel login interface. At the top left is the VendorPanel logo. Below it is a home icon. The main content area is divided into two columns. The left column is titled "Login To VendorPanel" and contains a form with an "Email address" field containing "username@email.com", a "Next" button, a "Remember me on this computer?" checkbox, and a link for forgotten passwords. The right column is titled "VendorPanel" and contains a description of the platform, a "Buyers: Need to register?" section with a link to contact the procurement team, a "Suppliers: Want more opportunities?" section with links to register, access tenders, and become a preferred supplier, and a "VendorPanel Mobile:" section with a link to download the app.

Step 2: Complete the fields relevant to your business on the page.

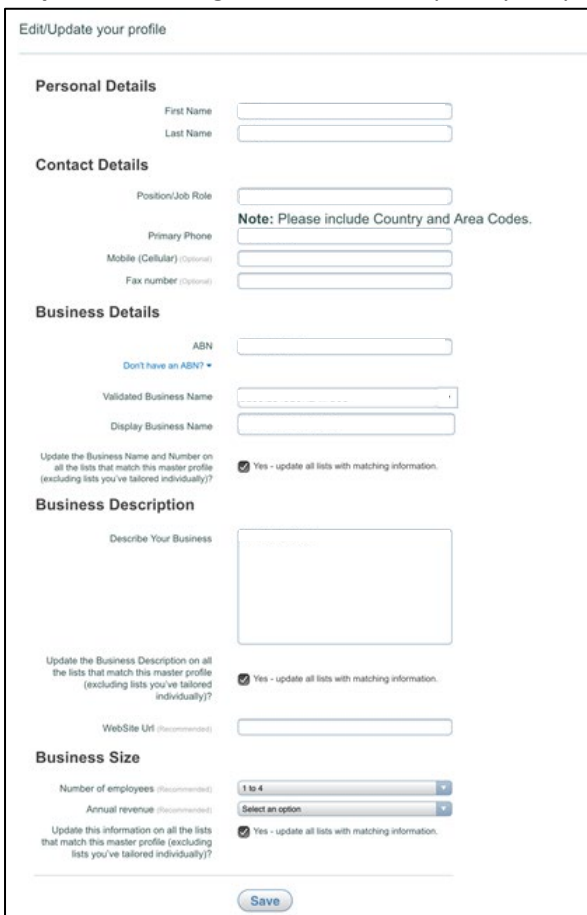


The screenshot shows the VendorPanel registration page. At the top left is the VendorPanel logo. Below it is a home icon. The main content area is divided into two columns. The left column contains a "Welcome to the VendorPanel Marketplace." section, a "Getting started is easy" section with a 3-step list, and a "You're all done!" section. The right column contains a search bar for categories and a list of categories with expandable plus signs. The categories listed are: 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, and Graphical, Photographic & Art.

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



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

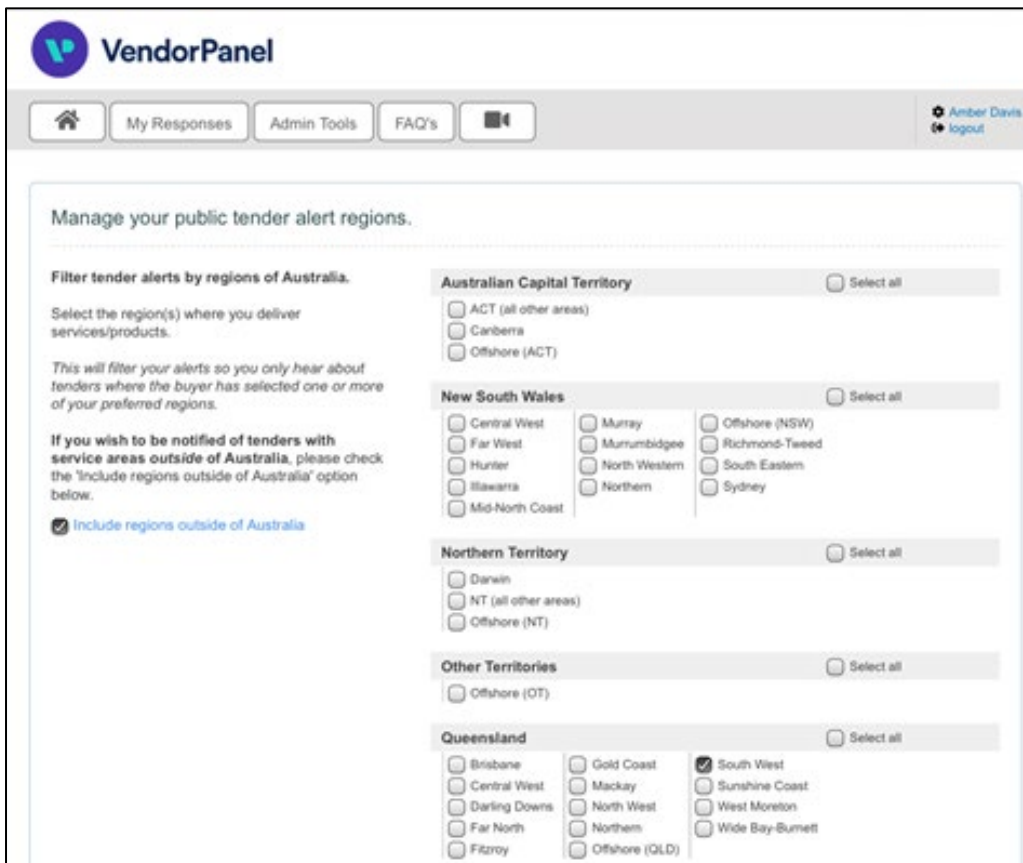
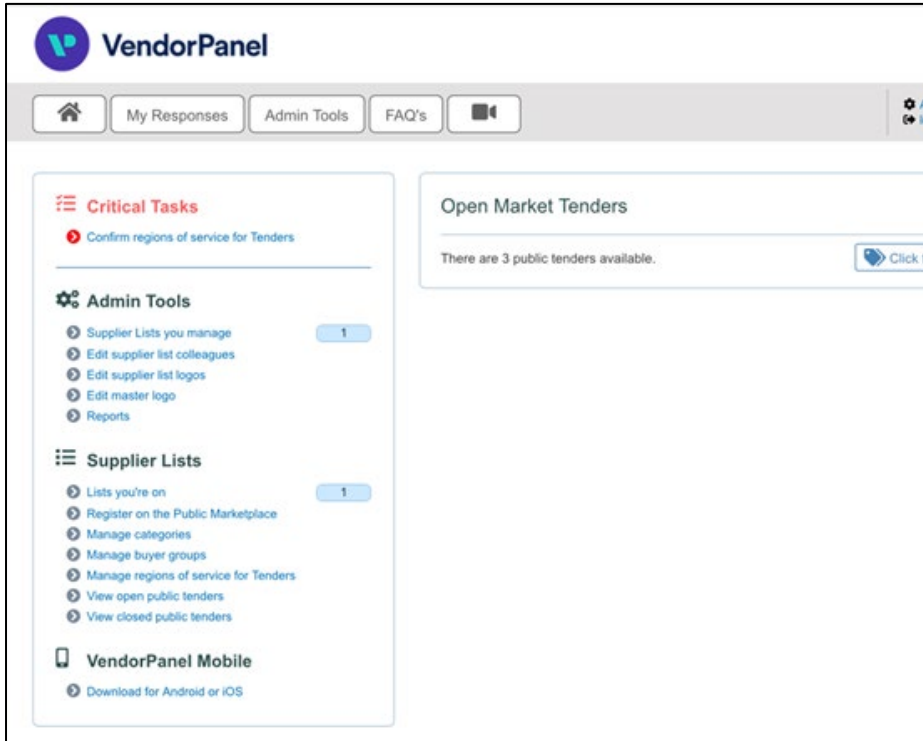


The image shows a screenshot of the 'Edit/Update your profile' form. The form is divided into several sections: 'Personal Details' (First Name, Last Name), 'Contact Details' (Position/Job Role, Primary Phone, Mobile (Cellular) (Optional), Fax number (Optional)), 'Business Details' (ABN, Validated Business Name, Display Business Name), 'Business Description' (Describe Your Business), and 'Business Size' (Number of employees, Annual revenue). Each section has a checkbox to 'update all lists with matching information'. A 'Save' button is located at the bottom of the form.

VendorPanel – Public Marketplace Registration Process

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. Maranoa Regional 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.