

Vendor Panel registration instructions

1. Click <https://info.vendorpanel.com/workwithcityofgoldcoast/>
2. Vendor Panel screen - Hit **Register now**

1. Register as a supplier to City of Gold Coast

The City of Gold Coast uses VendorPanel Marketplace to find suppliers and to invite them to quote and respond to public tenders.

It's entirely **free** for suppliers and, once registered, your business profile will be visible to City of Gold Coast buyers and to others searching the Marketplace for suppliers in the area.



REGISTER NOW

ACCESS PUBLISHED
PUBLIC TENDERS HERE

Get started in 3 easy steps

1

Go to

www.VendorPanel.com.au/Marketplace

2

Select the most appropriate category
for your business

3

Click on the link on your email to
complete your profile and be visible
to buyers

3. Go to category **Real Estate and Property Services** and click on **Register**

procurement team to find out if there is a supplier list you may be suitable for.

For any queries, [contact our support team](#).

- + Hardware & Hand Tools
- + Healthcare Services
- + Horticulture & Arboriculture
- + HR Services & Recruitment
- + Indust. Automat'n, Process Control
- + Indust. Production, Manufacturing
- + Instrumentation Equipment and Supplies
- + IT & Telecomms
- + Lab, Measure, Observe & Test Equip
- + Legal Services
- + Library services
- + Luggage, Merchandise & Personal Management Advisory Services
- + Marine Transp. Products & Services
- + Marketing & Communications
- + Material Handling & Lifting Equip
- + Mechanical Plant, Equip, Services
- + Medical Equipment, & Supplies
- + Mining & Quarrying & Oil & Gas
- + Music, Game, Toy, Art, Craft & Edu
- + Office Related Supplies & Services
- + Paper Materials & Products
- + Parking, Traffic Services & Equip
- + Personal & Domestic Services
- + Plant & Equipment - Disposal
- + Plant & Equipment - Hire
- + Plant & Equipment - Purchase
- + Power Generation, Trans & Distrib.
- + Printing & Distribution Services
- + Railway, Tramway and Track
- Real Estate & Property Services
 - Register
 - Building Surveys & Audit
 - Caretaker Services
 - Facilities Management Services
 - Property Development Services
 - Property Management Services
 - Real Estate Agent services
 - Valuation Services
- + Security Services & Equipment
- + Service Industry Machinery & Equip

4. Insert details – make sure you tick **Property Development Services**
5. Click **Request invitation**

City Of Gold Coast

Register as a supplier on the VendorPanel Marketplace 'Real Estate & Property Services' supplier list.
Provide the following details to receive your registration invitation via email.

Your first name Your last name

Your email address


Select the categories that align to your business.

- Building Surveys & Audit
- Caretaker Services
- Facilities Management Services
- Property Development Services
- Property Management Services
- Real Estate Agent services
- Valuation Services

I have read, understand and agree to the details provided in the [Service Provider Agreement](#)

Yes No

Please enter security code.




[Request invitation](#)

Note that in order to be considered for approval, you need to be a registered business that can deliver products or services that are directly relevant to this list.

6. Go to your email inbox to view the Invitation to join.
7. In email, hit **Click here** to follow the prompts to get started

Invitation to join the 'Real Estate & Property Services' list on VendorPanel Marketplace as a supplier.

 VendorPanel <noreply@vendorpanel.com.au>
To:

[Reply](#) [Reply All](#) [Forward](#) [More](#)

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This email originates outside of the City of Gold Coast's email system. If suspicious, report it using the 'Report Email' button.

Sent: 14/Mar/23

Invitation to join the 'Real Estate & Property Services' list on VendorPanel Marketplace.

Hello

You have requested to join the VendorPanel Marketplace 'Real Estate & Property Services' 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](#)

8. **Create password** and click **Next**

City Of Gold Coast

Invitation to join the Real Estate & Property Services list on VendorPanel Marketplace

Hello

You have requested to join the VendorPanel Marketplace 'Real Estate & Property Services' supplier list as a supplier.
Accepting this invitation will enable you to receive opportunities to quote on work as well as respond to Public Tenders posted to this list.
Please follow the prompts to continue.

Get started with the following details.

Your first name

Your last name

What's your email address

Enter your preferred password

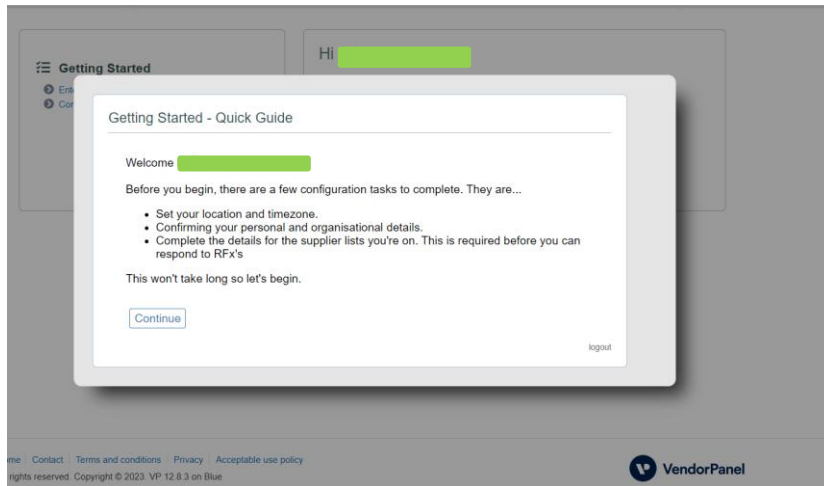
Re-enter the above password

Procedura del sito non valida. Idioma: Mar 23

I have read, understand and agree to the [Service Provider Agreement](#) Yes No

[Next](#)

9. Click on **Continue**

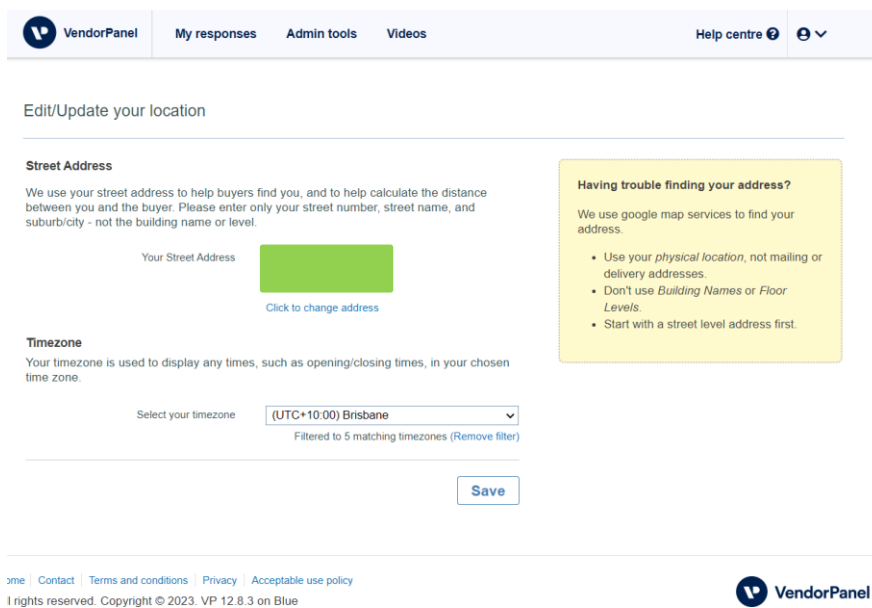


10. Edit/update your location

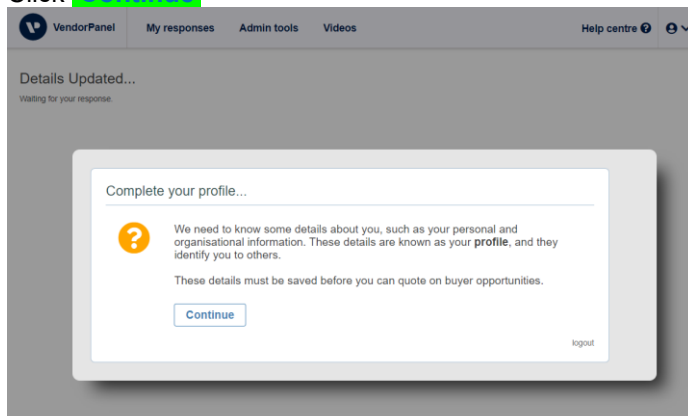
Enter street address

Enter timezone

Click **Save**



11. Click **Continue**



12. Complete your business details

Edit/Update your profile

Personal Details

First Name

Last Name

Contact Details

Position/Job Role

Primary Phone Note: Please include Country and Area Codes.

Mobile (Cellular) (Optional)

Fax number (Optional)

- 13. Click on **Don't have an ABN?**
- 14. Select **RBN** under 'Business number'
- 15. Insert **N/A** in adjacent field box.
- 16. In field 'Display Business Name' – insert **N/A**
- 17. Ensure you complete section **Describe your business**

Business Details

ABN

[Don't have an ABN?](#)

Business Number

Display Business Name

Business Description

Describe Your Business

WebSite Url (Recommended)

- 18. Select **Prefer not to say** under *number of employees* and *annual revenue* fields
- 19. Click **Save**.

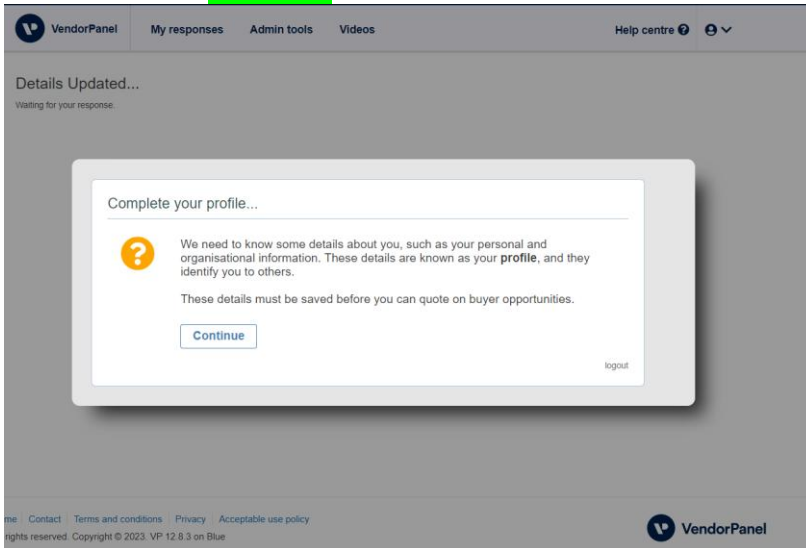
Business Size

Number of employees

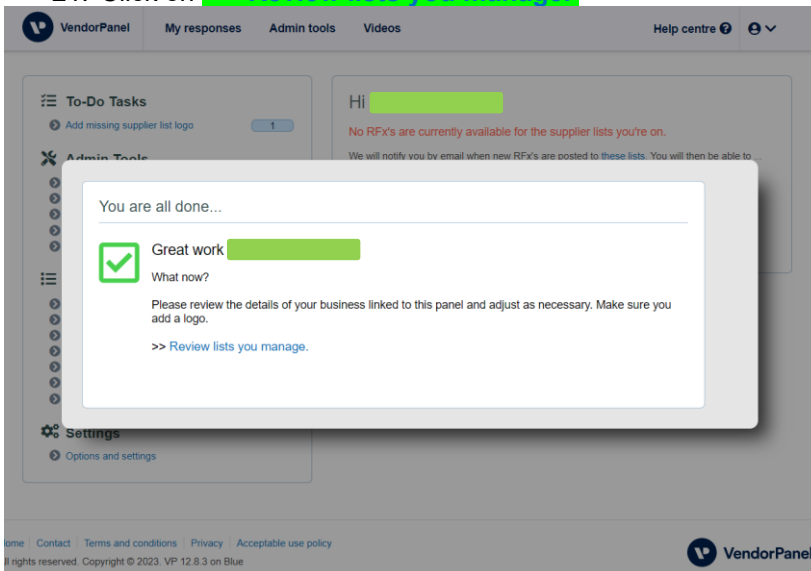
Annual revenue

Save

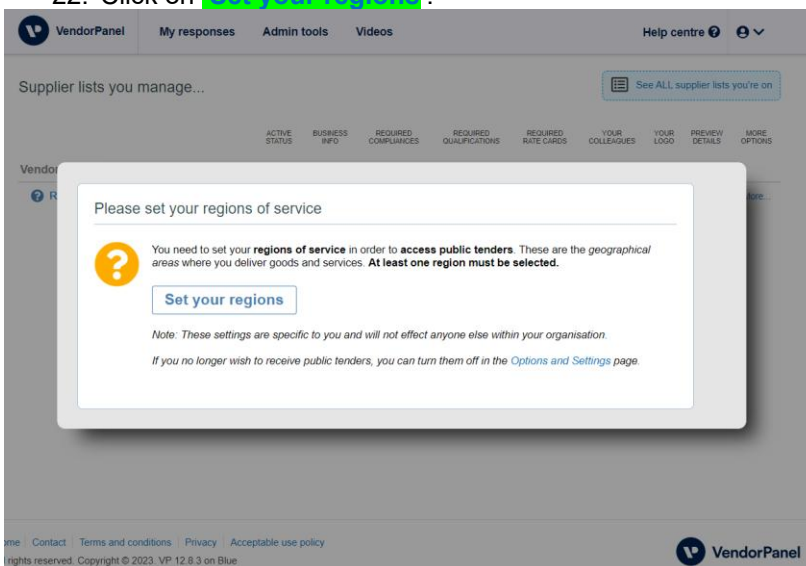
20. Click on **Continue**



21. Click on **>> Review lists you manage**



22. Click on **Set your regions**



- 23. Select **Gold Coast**,
- 24. Then click **Save these regions**,

VendorPanel My responses Admin tools Videos Help centre ?

Manage your public tender alert regions.

Filter tender alerts by regions of Australia. **Please select at least one region of service.**

Select the geographical region(s) where you deliver services/products. *Note: If you no longer wish to receive public tenders, turn them off in the Options and Settings page.*

This will filter your alerts so you only hear about tenders where the buyer has selected one or more of your preferred regions.

If you wish to be notified of tenders with service areas *outside* of Australia, please check the 'Include regions outside of Australia' option below.

[Include regions outside of Australia](#)

Note: Your settings have excluded ALL tenders from Australia. Please select at least one region of service.

Australian Capital Territory Select all

- ACT (all other areas)
- Canberra
- Offshore (ACT)

New South Wales Select all

- Central West
- Far West
- Hunter
- Illawarra
- Mid-North Coast
- Murray
- Murrumbidgee
- North Western
- Northern
- Offshore (NSW)
- Richmond-Tweed
- South Eastern
- Sydney

Northern Territory Select all

- Darwin
- NT (all other areas)
- Offshore (NT)

Other Territories Select all

- Offshore (OT)

Queensland Select all

- Brisbane
- Central West
- Darling Downs
- Far North
- Gold Coast
- Mackay
- North West
- Northern
- South West
- Sunshine Coast
- West Moreton
- Wide Bay-Burnett

- 25. Close box and click on **Vendor Panel** in top left banner

VendorPanel My responses Admin tools Videos Help centre ?

Manage your public tender alert regions.

Filter tender alerts by regions of Australia. **Please select at least one region of service.**

Select the geographical region(s) where you deliver services/products. *Note: If you no longer wish to receive public tenders, turn them off in the Options and Settings page.*

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- Wide Bay-Burnett

Success!

 You have successfully updated your 'regions of service' preferences for Public Marketplace Tenders.

[close](#)

26. Then click **Click to view**

The screenshot shows the VendorPanel dashboard. The top navigation bar includes 'VendorPanel', 'My responses', 'Admin tools', 'Videos', 'Help centre', and a user profile icon. On the left, there is a sidebar menu with sections: 'To-Do Tasks' (1 item), 'Admin Tools' (1 item), 'Supplier Lists' (1 item), and 'Settings'. The main content area is titled 'Open Market Tenders' and displays 'There is 1 public tender available.' with a 'Click to view' button.

27. EOI [name of project] Project will then display as below. You can now **download** the relevant documents

The screenshot shows the details of an 'Open Market Tenders' entry. The tender ID is 'PN: XXXXXX/XX/XX/XX/EOI [name of project]'. The closing date is 'CLOSES: 17/May/2023 11:00 AM'. The tender is from 'City Of Gold Coast, Bundall, Queensland, 4217 Australia'. There are several icons for actions like search, help, print, download, and share.

28. List of relevant documents for download.

The screenshot shows a 'Request Details' window. Under 'Background information / Compatibility requirements', there is a 'Details' section with a 'Document List (see [name of project] External Document List)'. Below this is a large yellow box containing the text 'LIST OF SUPPORTING EOI DOCUMENTS'. At the bottom, under 'Attachments to this request', it says 'There are 7 documents attached to this request. View/Download'.