



VendorPanel

Buyers' User Guide



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1. Introduction to VendorPanel

LGA Procurement is a commercial business unit, owned by the Local Government Association of South Australia.

LGA Procurement utilises an innovative online gateway for accessing a range of LGA Procurement approved suppliers. This portal is powered by VendorPanel.com and offers council users an easier, faster and more targeted way of selecting the best available suppliers with the confidence and security of drawing from the pool of LGA Procurement pre-qualified panel suppliers.

Some key features of VendorPanel include:

- The system is automated allowing approved suppliers to receive notification of new requests from councils and submit responses via the online portal. Councils can interact with suppliers through the system and all proposals are managed and stored in the system.
- There is a standardised response format that allows for easy comparison between suppliers.
- A quick PDF summary extracts all details of the requests, responses and evaluation making it easy to demonstrate a sound and responsible competitive sourcing process. The system logs the process so it ensures council staff can meet governance and probity requirements.

2. Getting Started

Registering on VendorPanel

Your council requires a personal invitation to access VendorPanel and the LGA Procurement panels. If you have not already received this invitation, which would have been sent to you by noreply@vendorpanel.com, or would like another invitation sent out to you, please email procurement@lga.sa.gov.au to be set up with an account.

Each council will receive an invitation that will be sent to the nominated key contact, who will then be able to invite colleagues to the system. This person, on accepting the invitation, will become your Council's "Administrator". The Administrator is then able to invite other staff within your Council to become "Buyers". If you require additional "Administrators", you need to contact LGA Procurement who will then be able to assign additional Administrator rights to the correct person(s) within your Council.

The invitation will contain a registration link where you can follow the prompts and complete your profile.

The information provided here can be used in Request for Quotes (RFQs).

Buyers

Buyers are the daily users of the system (council staff) and have full access to supplier lists and can create/post and update requests to suppliers for quotation of their services per their organisation's requirements.

Buyers have full management over any requests they create, including the closing date of the request that Suppliers must submit their responses by.

Buyers manage the evaluation of supplier responses and the finalisation of requests - deciding to "Select" a successful supplier response(s) and "Decline" unsuccessful supplier response(s).

3. The homepage dashboard

Once registered, you can access VendorPanel – when you login; you will get to the homepage dashboard which has **"To Do Tasks"** to assist you keeping up to date.

It is recommended, that you get a feel for the system by creating a test request under "My Requests", "Create a practice request". A wizard will walk you through the process of creating a new request. This will give you the opportunity to see the entire process through a test environment (i.e. the request sent and responses received are dummies).

If you need further information on creating a request or VendorPanel, there is a help centre in the top menu bar <https://vendorpanel.zendesk.com/hc/en-us>

Note that the website has a range of FAQs and short videos – accessible from the top toolbar. <https://www.vendorpanel.com.au/>.

On the left-hand side, you will have a **Supplier Lists** button – where you can access the supplier lists available to you.

Note: LGA Procurement have partnered with Local Buy and MAV on a number of panels, which you also have access to. These panels are listed under the Supplier lists refer to Local Buy Lists and MAV Procurement Lists.

Click on the List i.e., LGA Procurement Lists to see all the Supplier Lists available.


LGA Procurement

[My requests](#)
[Videos](#)

[Help centre ?](#)


Internal Enterprise Supplier lists you can access...

[Browse suppliers by category](#)
[Search for a supplier](#)

LGA Procurement supplier lists (internal)

Internal supplier lists verified, approved and managed by LGA Procurement

		
1 LGA List of Prequalified Training Providers	13	0
2 LGA SA (Internal) Preferred Supplier Panel	10	0
3 LGAP (LGAT) Open Spaces, Parks, Play, Sport & Rec	103	5
4 LGAP (MAV) Office Supplies	7	0
5 LGAP (MAV) Plant Machinery Equipment (Small)	27	3
6 LGAP (MAV) Specialised Truck Bodies	26	0
7 LGAP (NPN) Bulk Fuel	15	1
8 LGAP (NPN) Mobile Garbage Bins	10	0
9 LGAP (NPN) Trucks	15	6
10 LGAP Bitumen Works	49	4
11 LGAP Community Wastewater Management Scheme (CWMS)	51	0
12 LGAP Corporate/Workwear, PPE & Safety Products	6	1
13 LGAP Customer Contact Services (After Hours)	1	1
14 LGAP Debt Collection Services - 22135	5	1
15 LGAP Disposal Services - Plant, Equipment & Assets	3	0
16 LGAP Earthmoving Equipment	16	2
17 LGAP Engineering & Professional Services	74	1
18 LGAP Fuel Tax Credit Review	1	2
19 LGAP Information, Comms & Telecommunications (ICT)	61	1
20 LGAP Labour Hire & Recruitment Services	22	6
21 LGAP Microsoft Licensing Agreement	1	2
22 LGAP Minor Civil Works	103	3
23 LGAP Motor Vehicles (Passenger & Light Commercial)	12	0
24 LGAP Plant & Equipment Hire (Wet & Dry)	28	0
25 LGAP Road Signs & Associated Goods	5	0
26 LGAP Salary Packaging Services	1	2
27 LGAP Solar Panels, Batteries and PPAs	3	1
28 LGAP Traffic Maintenance Services	1	0
29 Z - Demonstration Panel	3	0

External supplier lists you can access...

[Browse suppliers by category](#)
[Search for a supplier](#)

Local Buy lists

Local Buy supplier lists (external)

External supplier lists verified, approved and managed by Local Buy

1 Bulk Fuel Supplies LB321

2 Bulk Fuel,Oil Storage Tanks,Dispensing Equip LB324

3 Oils, Lubricants, AdBlue - Vehicle Care Prod.LB323

4 Specialised Trucks & Bodies - NPN1.15-2

12

3

8

18

4

5

5

3

External supplier lists you can access...

[Browse suppliers by category](#)
[Search for a supplier](#)

MAV Procurement lists

MAV Procurement supplier lists (external)

External supplier lists verified, approved and managed by MAV Procurement

1 Bill Payment Services (BP8411-2023) (extensions available to 31 05 2032)

1

6

Click on the  button at the top of the screen to return to the home page.

4. Completing an RFQ

There are two options for creating a request. One is to follow the wizard and complete the fields in VendorPanel. For simple procurement, this may be your preferred option.

To send an RFQ to Supplier(s) you need to complete specific information. To do this, click the “My requests” box at the top of the home dashboard, and select the “Create a new request” from the drop-down menu.

LGA Procurement

My requests

This will walk you through the process of creating and posting a New RFx to vendors on the available supplier lists.

[Create a new request](#)
[Create request from Template](#)
[Create a practice request](#)

[Manage RFx Templates](#)

[All my requests \(2\)](#)
[Draft \(1\)](#)
[Finalized \(1\)](#)

[Help centre ?](#)

To-Do Tasks

- Complete draft requests

Supplier Lists

- LGA Procurement lists
- [Browse suppliers by category](#)
- [Search for a supplier](#)

requests

[create new](#)
[pick from template](#)
[show all](#)

as Test

Draft: Finish?

VP337392

MO) Dana's Practice VendorPanel

Finalized on 24/Nov/22 10:37 AM

VP337308

If you have a more complex procurement, or detailed specifications – we have created RFQ templates for you to use.

Tips for more complex procurements

These templates have been developed to assist in providing consistent requests to Vendors. If you are using a template, you will need to create this before you go to VendorPanel as you will need to attach the document at Step 5.

Current templates can be found on the LGA Procurement website- www.procurement.com.au. (you will need to login to access the templates) Please note that these are regularly reviewed so please check the website to ensure you have the most current version.

On the RFQ template, you will have a number of areas where you are asked to provide information. The recommendation to use the RFQ Template document is based on KPI meetings held with heavy vehicle suppliers under contract, where they advised that whilst they prefer VendorPanel as the means of obtaining and responding to quotes, they also prefer the set-out of the RFQ template which makes it easier for their dealers to respond to.

Once you are ready to go – selecting ‘Create a new request’ will open the Request Wizard and take you through the seven steps to complete your request:

Request Wizard

The wizard walks you through the process of creating a Request. Please start by giving your Request a name.

Preview | Delete | Exit

Name
Select Suppliers
Details
Questions
Files
Budget
Dates
Save & Post

Enter a name for this Request *

Use plain language as this information helps suppliers to determine how relevant your Request is to them.

Enter your reference number

Save and Continue

The Wizard will lead you through a 7-step process:

<p>Step One:</p>	<p>The suggestion when completing your requests in VendorPanel is that in the first box, <i>"RFx Name"</i> you advise the type of product you are looking for and your Council specific RFQ number– e.g. <i>"RFQ-23100 - Supply of one (1) only new Backhoe and trade-in of one (1) only used Backhoe"</i></p> <p><i>Click "Save and Continue"</i></p>
<p>Step Two:</p>	<p>In the second box <i>"Select Suppliers"</i>, you can choose either the supplier that your Council has selected as a preferred supplier, a couple of suppliers (e.g. if you are only required to obtain 3 quotes or you know only certain members on the panel can supply) or select "All" to obtain a quotation from all suppliers who are able to supply.</p> <p>Firstly, you will have to select the Panel that the item you are looking for would sit on. In our example we are doing a tender for a backhoe which would be on the Earthmoving Equipment Panel. Click on the drop-down arrow to the right of this table and tick 'Backhoes' and click 'Use these categories':</p> <div data-bbox="395 965 892 1279"> <ul style="list-style-type: none"> > Debt Collection Services ▼ Earthmoving Equipment <ul style="list-style-type: none"> ☒ Backhoes ☐ Compaction & Road Construction ☐ Dozers ☐ Excavators ☐ Graders ☐ Loaders ☐ Other Equipment and Accessories ☐ Rollers > Engineering & Professional Technical Consultancy Services > Fuel (Bulk/Card), Oils, Lubricants & Vehicle Care </div> <p>Next you are requested to select the supplier list. In this instance, tick 'LGAP Earthmoving Equipment (Pre-Qualified Suppliers)' and click 'Use these lists'.</p> <div data-bbox="395 1397 1031 1641"> <p>▼ 2: Select Supplier Lists (0 of 1 selected)</p> <hr/> <p>Filter Supplier Lists by </p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <input type="text" value="type here..."/> [clear] </div> <ul style="list-style-type: none"> ☒ Supplier List(s) ▲ ☒ LGAP Earthmoving Equipment (Pre-Qualified Suppliers) </div> <p>In this example we will invite all suppliers on the panel. Put a tick in the box next to each Suppliers name and click 'Use these suppliers':</p>

Supplier + Supplier List (9 selected) **Categories** **Distance**

☒	CAVPOWER PTY LTD Grand Jct Rd, Gepps Cross SA 5094 Australia LGAP Earthmoving Equipment		6.4 km
☒	CNH Industrial Australia Pty Ltd Kurrajong Rd, St Marys NSW 2760 Australia LGAP Earthmoving Equipment		22 km
☒	Construction Equipment Australia Long St, Smithfield NSW 2164 Australia LGAP Earthmoving Equipment		10 km
☒	G.C.M. AGENCIES PTY LTD Mundowi Rd, Mount Kuring-Gai NSW 2080 Australia LGAP Earthmoving Equipment		1,158 km
☒	Komatsu Australia Cavan Rd, Dry Creek SA 5094 Australia LGAP Earthmoving Equipment		9.7 km
☒	KUBOTA AUSTRALIA PTY LTD Permas Way, Truganina VIC 3029 Australia LGAP Earthmoving Equipment		636 km
☒	Onetrak Pty Ltd Mario Pl, Hallam VIC 3803 Australia LGAP Earthmoving Equipment		685 km
☒	RDO Equipment (Vermeer and John Deere equipment) Archerfield Rd, Richlands QLD 4077 Australia LGAP Earthmoving Equipment		10 km
☒	SA Tractors Pty Ltd Churchill Rd N, Cavan SA 5094 Australia LGAP Earthmoving Equipment		11 km

Updated VP example below allows you to select suppliers via distance to your locality or a via Map.

Browse

Select Suppliers (0 selected) ?

Filter suppliers ?

Enter Keywords

Filter
Show All ▾
from Adelaide SA 5000
 Map

☐	Supplier	Supplier List	Supplier Intelligence	Categories	Distance
☐	Supplier A Little Collins St, Melbourne VIC 3000 Australia	Demonstration Panel			653 km
☐	Supplier B Forrest Pl, Perth WA 6000 Australia	Demonstration Panel			2,131 km
☐	Supplier C Creek St, Brisbane City QLD 4000 Australia	Demonstration Panel			1,599 km

Showing 1 to 3 of 3 entries

When your request is posted, the panel suppliers that have been selected will receive an automatic email notification and a link to the RFQ. Suppliers will submit responses via the system, and you will be notified once it has been submitted.

Step Three: In the next box “**Details**” you type in what you need or put a simple statement that reads: “**See RFQ and specification attached**”

Step Four: At “**Questions**” you can put in any number of specific questions that you require a response to as part of the process. You can put in your own or simply hover over “View Suggestions” and click on copy to add.

	<div> <div> <h2>Request Wizard</h2> <p>Request Name: (DEMO) Plant Hire VP Reference</p> <p>Name ☒ Select Suppliers ☒</p> <h3>Add your criteria or questions</h3> <p>What do you want to ask? View Suggestions</p> <p>Please add questions you want answered, adding one item at a time...</p> <div></div> <p>Is this question mandatory? ?</p> <p>☐ Yes. Suppliers must answer this question.</p> <p>☒ No. This question is optional.</p> <p>What format do you expect suppliers to answer the question in? ?</p> <p>Text <input type="text"/></p> <p>Add this question</p> <p>Your current questions</p> <table> <thead> <tr> <th>Question</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td colspan="2">You have not added any questions...</td> </tr> </tbody> </table> <p>Save and Continue</p> </div> <div> <p>What is your approach/methodology? copy</p> <p>Please outline your fees/rates. copy</p> <p>Please provide an overview of your available resources. copy</p> <p>Products:</p> <p>Outline technical specifications of your recommended product... copy</p> <p>Detail your experience with installing a similar product... copy</p> <p>What are your hourly rates for onsite installation/service... copy</p> <p>What information/access is required to install product... copy</p> <p>Save & Post</p> <p>Skip this step</p> </div> </div>	Question	Type	You have not added any questions...	
Question	Type				
You have not added any questions...					
Step Five:	<p>At "Files" you are given the option to then attach the completed RFQ Template and any specifications, drawings etc. which need to include your RFQ number, specification etc.</p>				
Step Six:	<p>At "Budget" you need to indicate:</p> <ul style="list-style-type: none"> Whether suppliers need to provide a total cost when responding – Yes or No and You need to indicate the estimated value of your purchase - You have the choice to hide from Suppliers – which is highly recommended. You can also provide a budget value - this is optional however is always hidden from the supplier. 				
Step Seven:	<p>At "Dates" add your open and closed dates for suppliers to respond.</p> <p>For probity purposes, the responses from Suppliers will be locked until after the end time and date.</p> <p>You also need to select the anticipated time (Evaluation Period) when you will make a decision as to the successful supplier. This provides a guide to the Suppliers on when the Council is intending to make a decision.</p>				
Finally Save	<p>At "Save and Post" You will be asked some final questions before finalizing your RFQ.</p> <ul style="list-style-type: none"> How do you anticipate evaluating and deciding on supplier responses? 				

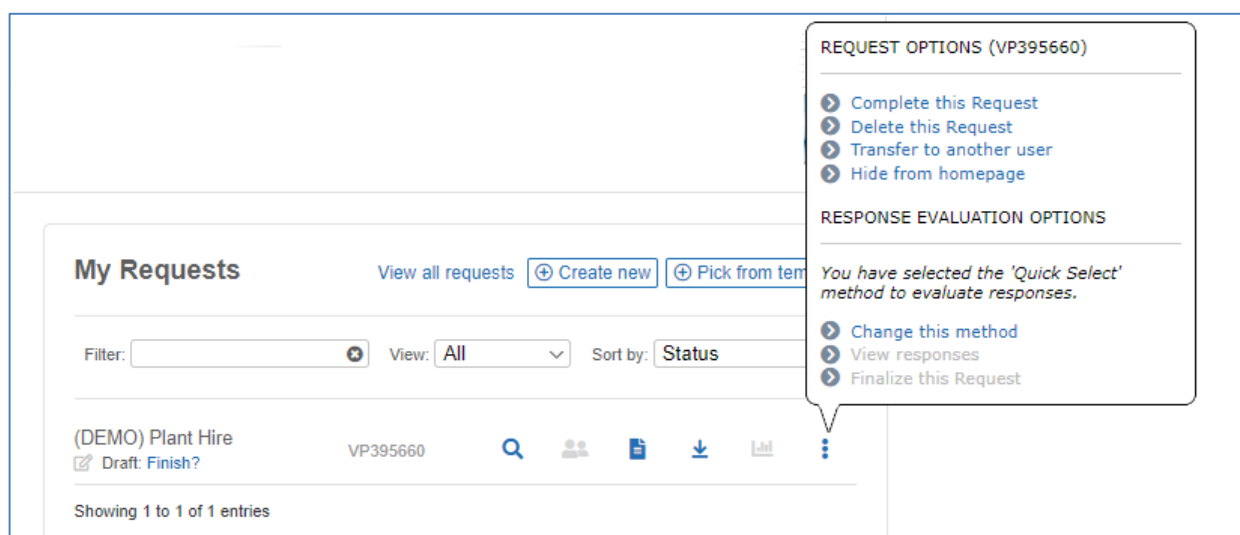
and post:

- Quick Select or Evaluation Matrix - Using the Quick Select Method in VendorPanel or an Evaluation Matrix (an offline process).
- Do you want to show your contact details on the RFQ?

Now, if you are happy with everything you will have a couple of options:

1. Click on **"Post Request"**.
An automatic email will be forwarded to all the suppliers that you have indicated to receive the RFQ.
2. You can click on **"Save as draft"** and come back to it later.
The request will show on your home page – My requests.

If you wish to edit your request (add new suppliers; information; or details; add documents etc.) click on the three dots at the right of the relevant RFQ and "Complete this Request" and then edit as required or you can transfer the RFQ to another user or delete the requested.



During the open period of the request, you can view whether a supplier has reviewed or responded to your request (see below). You can do this by clicking on the graph icon next to the request. Note, if "declined to respond" appears orange – *click on the note* – as you may find that some colleagues have declined, but not all (this is particularly valid in plant and equipment; trucks with multiple vendors).

5. Evaluating Responses

Once the RFQ has closed, you are now able to evaluate the responses received. A green icon shows that responses have been received – this will enable you to "Access Responses" for evaluation:

(DEMO) Plant Hire
VP395660
🔍
👤
📄
⬇️
📊
⋮

📝 Draft: Finish?

	Preview request.
	View responses received – a green icon indicates that responses have been received.
	View documents attached to the request.
	Download a zip folder with the request and all responses received (including attachments).
	View statistics for the request – suppliers notified, who has read the request and whether the suppliers have responded.

2022 - Plant Hire
🔍
📄
⬇️
📊
⋮

IMPORTANT:

By accessing the submitted responses, you will no longer be able to make any changes to your request, including re-opening, editing, updating or accepting late responses.

[➔ Access Responses](#)

β

Best Bobcat Hire [\(info\)](#)

Best Bobcat - 300

VPR500499. Posted: 10/Feb/22 10:00 PM

📄
🔍
📄
⬇️

LOCKED
0 notes
0 docs
🔍
Select
Decline

🇺🇸

First Choice Hire [\(info\)](#)

FC01

VPR500498. Posted: 10/Feb/22 9:51 PM

📄
🔍
📄
⬇️

LOCKED
0 notes
0 docs
🔍
Select
Decline

🇺🇸

Wise Hire [\(info\)](#)

VPR500488. Posted: 10/Feb/22 8:41 PM

📄
🔍
📄
⬇️

LOCKED
0 notes
0 docs
🔍
Select
Decline

Note that there are **three evaluation options** within the system – the **Quick Select, Evaluation Matrix or the Multi-Party Evaluation**. Note that you can change the method up until unlocking responses. Once unlocked – no changes are possible.

Quick select provides a short process to select or decline, and to provide some notes. **Please Note** that utilising this method will require all the evaluation team to sit together to view the responses and provide a consensus score.

2022 - Plant Hire

STEP 2 : Submit for approval.

Great! All these responses have been actioned. You can either submit your recommendations for approval or finalize this request right now.

Evaluation Method: 'Quick Select' [change]

+ Message to suppliers 0 Topics 0 Replies 0 Tagged

Best Bobcat Hire (info)
Best Bobcat - 380
VPR500499. Posted: 10/Feb/22 10:00 PM
+ message 0 Topics 0 Replies 0 Tagged

First Choice Hire (info)
FC01
VPR500498. Posted: 10/Feb/22 9:51 PM
+ message 0 Topics 0 Replies 0 Tagged

Wise Hire (info)
VPR500488. Posted: 10/Feb/22 8:41 PM
+ message 0 Topics 0 Replies 0 Tagged

YOUR DECISION 0 notes 0 docs

❌ Declined (10/Feb/22 10:03 PM). Reason given?
Cost : not set (update) **Reset**

YOUR DECISION 1 note 1 doc

✅ Selected (10/Feb/22 10:03 PM)
Comments added
Cost : \$199,020.00 (update) **Reset**

YOUR DECISION 0 notes 0 docs

❌ Declined (10/Feb/22 10:03 PM). Reason given?
Cost : not set (update) **Reset**

Evaluation Matrix is if you wish to use your own matrix and undertake your assessment outside of VendorPanel.

Multi-Party Evaluation is when you want all Evaluation Team Members to undertake their individual assessment via VendorPanel.

Please Note that this is an additional cost and enquiries can be directed to VendorPanel for further information.

If you have set up to use the Quick Select – and now wish to use the Evaluation Matrix, click on the “Save Method” method button to set up the weightings.

RFQ002-2022 - Plant Hire

Please select the method you anticipate using to evaluate and recommend which supplier(s) will be successful (or not) with regards this RFx.

Please note the following:

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

Evaluation Method: 'Quick Select'

☐ Quick Select ?
☒ Evaluation Matrix ?
☐ Multi-Party Evaluation ?

If you use the Evaluation Matrix, click on “Create Matrix” and follow the prompts to add the criteria and the percentage weighting for each of the criteria you resolve to include in the evaluation.

RFQ002-2022 - Plant Hire

STEP 1 : Create evaluation matrix

Evaluation Matrix is a tool to allow you to add evaluation criteria, assign weights, then complete your evaluation.

Suppliers will only be notified of your decision once all decisions are lodged and your request is finalized.

Evaluation Method: 'Evaluation Matrix' [change]

Supplier	Decision
First Choice Hire (info) VPR499941. Posted: 09/Feb/22 1:01 PM [Phone] [Search] [PDF] [Download]	YOUR DECISION 0 notes 0 done Undecided... (decide by 24/Feb/22 05:00 PM)
Wise Hire (info) VPR499936. Posted: 09/Feb/22 1:00 PM [Phone] [Search] [PDF] [Download]	YOUR DECISION 0 notes 0 done Undecided... (decide by 24/Feb/22 05:00 PM)

Click Add New. Complete the table below for each of your criteria.

Once you have achieved 100% for your criteria, then you are ready to start evaluating submissions.

Once the evaluation methodology is finalized, you can view the responses received by clicking on the “magnifying glass” under each response and evaluate manually.

Click on “Evaluate” alongside the first supplier response and score each of the criteria with the slide selector.

Complete all the evaluation criteria for each quotation and then once you have made your final decision, you need to either accept or decline all of the responses.

You are able to include information in your “accept or decline” email including your Purchase Order number, delivery detail or a reason if you wish on the decline.

Evaluate this response (Suppliers response below)
Request: RFQ002-2022 - Plant Hire

Indicated Cost : **\$275,000.00** (Edit)

CRITERIA TO EVALUATE	WEIGHT %	YOUR SCORE out of 10	WEIGHTED SCORE
✓ Price	30%	10	3
② Functional Requirements	20%	9	1.80
② Non-Functional Requirements	50%	0	0
		19/30	4.80

Score the Functional Requirements criteria.

0 SLIDE TO SET SCORE 10

This is the best one

Save Cancel

Select or decline suppliers Options for this request: [Icons]

RFQ002-2022 - Plant Hire

Evaluation Criteria

The following criteria are used to evaluate suppliers responses to this RfX. Each is scored from 0 to 10, with a weighted score calculated (using the criteria weight) as a percentage of the actual score given.

* CRITERIA NAME	DESCRIPTION	WEIGHT as %	EVALUATES COST??
1: Price	No description provided...	30%	✓
2: Functional Requirements	No description provided...	20%	
3: Non-Functional Requirements	No description provided...	50%	

Supplier Evaluations (download these evaluations)

First Choice Hire (info)
VPR499941. Posted: 09/Feb/22 1:01 PM

Indicated Price: **\$275,000.00** Total Weighted Score: **7.8**

Edit these scores 0 notes 0 docs

Most comprehensive

Decline this supplier Select this supplier

CRITERIA	CRITERIA WEIGHT	YOUR SCORE out of 10	WEIGHTED SCORE
Price (\$275,000.00)	30%	10	3
Functional Requirements	20%	9	1.8
Non-Functional Requirements	50%	6	3
		25/30	7.8

View your evaluation comments...

Wise Hire (info)
VPR499936. Posted: 09/Feb/22 1:00 PM

Indicated Price: **\$2,035,000.00** Total Weighted Score: **5.3**

Edit these scores 0 notes 0 docs

Add your reason for selecting or declining this supplier (kept private).

Decline this supplier Select this supplier

CRITERIA	CRITERIA WEIGHT	YOUR SCORE out of 10	WEIGHTED SCORE
Price (\$2,035,000.00)	30%	1	0.3
Functional Requirements	20%	5	1
Non-Functional Requirements	50%	8	4
		14/30	5.3

View your evaluation comments...

Whilst the methodology is locked from change, and scores are already entered, there is the ability to moderate scores, and make notations to support the decision, or where applicable, changes.

Selecting this submission

cancel

Request : RFQ002-2022 - Plant Hire
Supplier : First Choice Hire
Pending Status : **Successful**

You are about to mark this suppliers submission as **successful**.

Please note that this supplier will only be notified of your decision when **all the responses** to this RFx have been either selected or declined and you have finalized this request.

Why you selected this supplier (only you can see these)

Most comprehensive

Feedback to supplier (will be made available to First Choice Hire)

I

Important: Clicking the 'Save decision' button below will mark this submission as successful and will schedule an email to be sent to the supplier, notifying them of your decision and any feedback provided above. This email will only be delivered when you've selected or declined each response and finalized this request. *If you do not wish the supplier to receive an email, please check the box below.*

☐ Do not email this supplier my decision (note: decision will still show on suppliers dashboard)

>> Save decision (successful)

cancel

Final steps in your process – enable you to progress through an approval process (which is required to be set up by the Administrator); or to finalise and then release to advise the Vendors.

2022 - Plant Hire

STEP 2 : Submit for approval.

Great! All these responses have been actioned. You can either submit your recommendations for approval or finalize this request right now.

View approval policy doc

Get Approval

Go to Finalize

Go to the request finalization service where you can commit your response selections decisions and finalize this request.

Evaluation Method: 'Quick Select' [change]

+ Message to suppliers 0 Topics 0 Replies 0 tagged

Best Bobcat Hire (info)
Best Bobcat - 380
VPR500499. Posted: 10/Feb/22 10:00 PM
+ message 0 Topics 0 Replies 0 Tagged

YOUR DECISION 0 notes 0 docs
Declined (10/Feb/22 10:03 PM). Reason given?
Cost : not set (update) Reset

First Choice Hire (info)
FC01
VPR500496. Posted: 10/Feb/22 9:51 PM
+ message 0 Topics 0 Replies 0 Tagged

YOUR DECISION 1 note 1 doc
Selected (10/Feb/22 10:03 PM)
Comments added
Cost : \$199,020.00 (update) Reset

Wise Hire (info)
VPR500488. Posted: 10/Feb/22 8:41 PM
+ message 0 Topics 0 Replies 0 Tagged

YOUR DECISION 0 notes 0 docs
Declined (10/Feb/22 10:03 PM). Reason given?
Cost : not set (update) Reset

6. Downloading summary reports

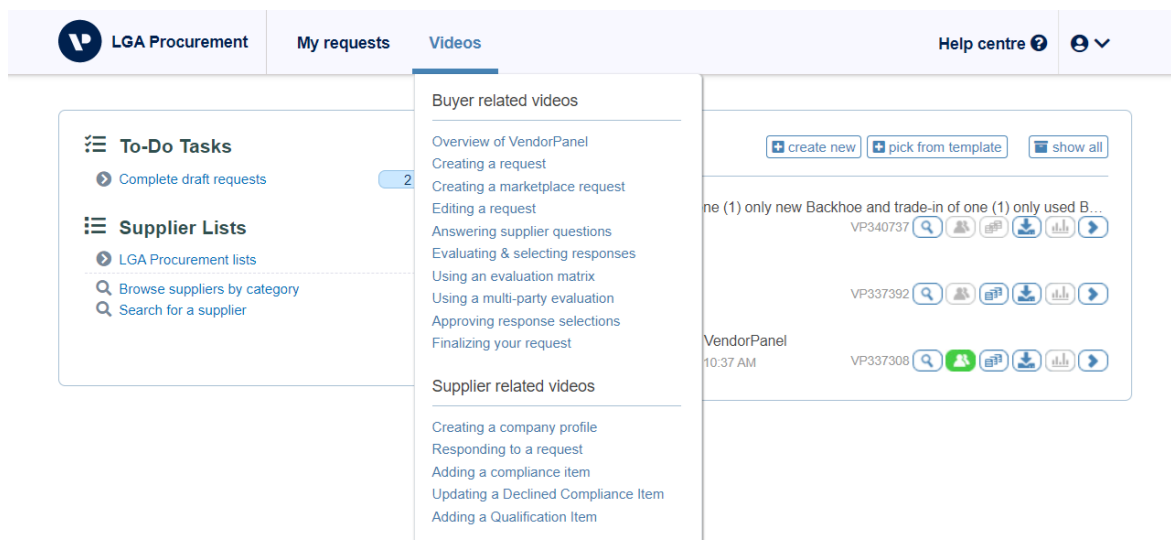
A key benefit of the VendorPanel system is the audit trail, and ease of access to the entire procurement process records – from your Request for Quote, to the responses received, and your evaluation.

Evaluators are encouraged to document rationale for their selections and/or scoring, as this forms a great basis for debriefing information. If you are declining a Vendor (Supplier) – do them the courtesy of providing some feedback.

By clicking on the download icon  associated with the request, you can download a PDF report summarizing your request and the responses received from suppliers. Note that you will receive summary reports with, and without pricing. The details of your request and the responses received can be saved to your internal council records system. All requests made will also be archived in the VendorPanel system.

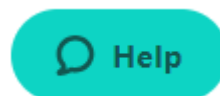
You must “finalize” your procurement process, even if you are not advising the successful Vendor through the system. This will keep your system, and the reporting available, current and accurate.

Other information is available by using the Videos dropdown menu which are short, step by step videos on how to undertake various actions in VendorPanel. Help can also be obtained by clicking on the Help Centre.



7. Contact us

This guide provides council users with the basics of operating the VendorPanel system. Should you encounter any problems with using VendorPanel, please contact either LGA Procurement or use VendorPanel's help widget in the bottom-right corner of the VendorPanel window.



LGA Procurement Staff

T: 08 8224 2000

E: procurement@lga.sa.gov.au

Technical issues

E: support@vendorpanel.zendesk.com



VendorPanel