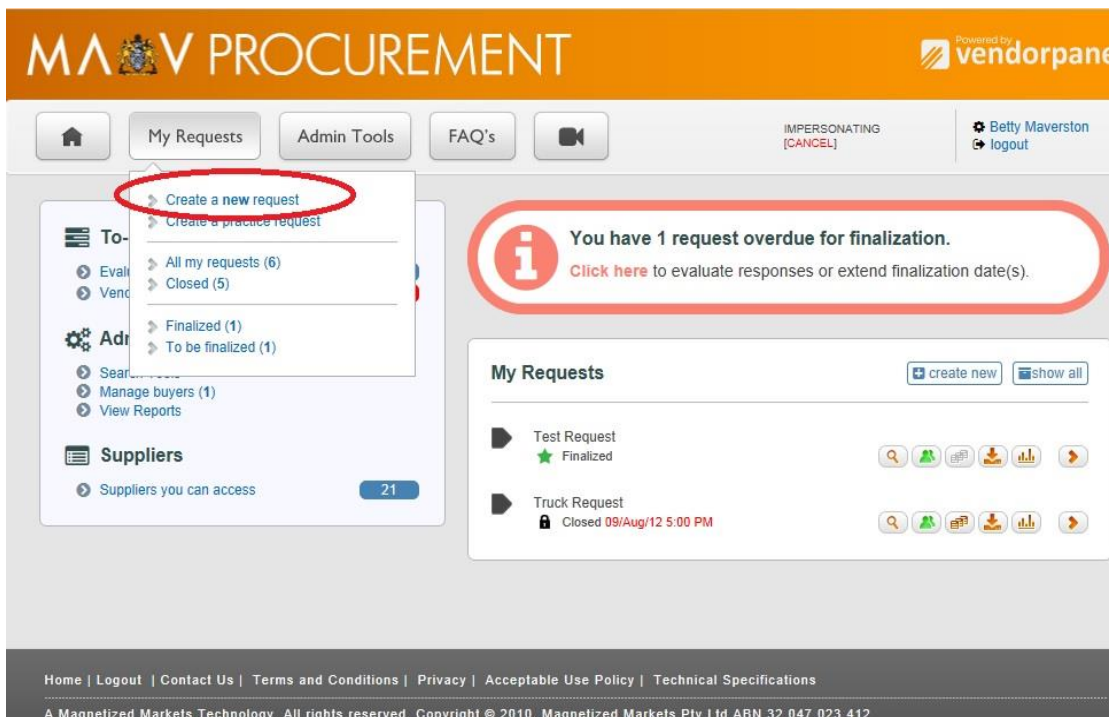


HOW TO POST A REQUEST FOR QUOTATION

1. Log into www.vendorpanel.com.au using your email address and password.

Forgotten your password? Simply click the 'Forgotten your password' link and follow the instructions on the site.

2. On the home page click: MY REQUESTS > CREATE A NEW REQUEST.



3. The request wizard will appear and step you through the process.

Request Wizard



Preview | 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) ?

Save and Continue

There are 7 short steps to complete the RFQ. A draft can be saved at any time. Once completed you can send to suppliers straight away or set a date for the future.



Preview | Copy | Delete | Exit

STEP 1. Give the RFQ a name

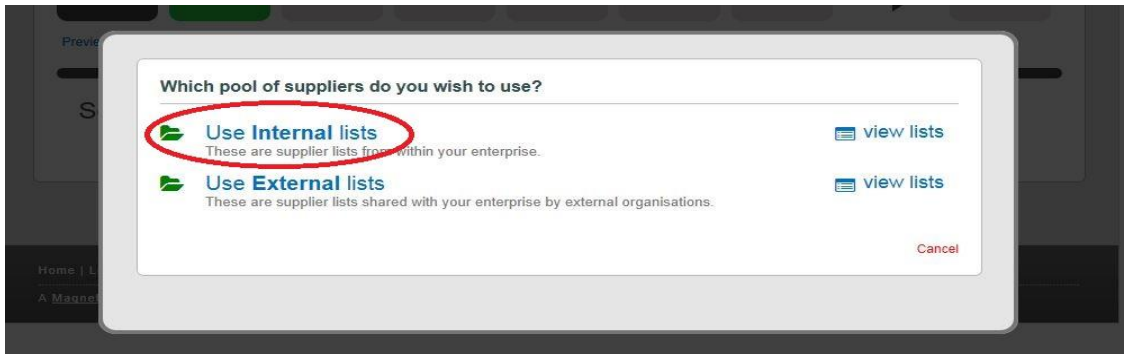
Welcome to the request wizard! ?

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) ?

Save and Continue

STEP 2. Select the Supplier list you wish to use. For all MAV contracts, select INTERNAL SUPPLIER LISTS.



STEP 3. Select the Contract/Category you wish to buy from

Select categories, suppliers lists and then suppliers to respond. ?

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 (0 of 118 selected)

- Library materials
- Microsoft Enterprise Agreement
- Outdoor Furniture, Structures and Signage
- Park and Playground - Related Services
- Park, Playground and Fitness Equipment
- Specialised Trucks and Bodies
- Telecommunications
- Telecommunications carrier service
- Trucks
 - Heavy Rigid
 - Hybrid - Light Rigid
 - Hybrid - Medium Rigid
 - Light Rigid
 - Medium Rigid
 - Prime Mover
- Tyres & Batteries
- VMWare
- Workwear and Personal Protective Apparel

Use these categories cancel

2: Select Supplier Lists (0 of 0 selected)

3: Select Suppliers (0 selected)

STEP 3.1 Select the panel of suppliers who wish to receive the RFQ

Select categories, suppliers lists and then suppliers to respond. ?

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 118 selected)

2: Select Supplier Lists (0 of 1 selected)

Trucks

STEP 3.2. Select the suppliers you want to receive the RFQ.

Select categories, suppliers lists and then suppliers to respond. ?

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 118 selected) ?

2: Select Supplier Lists (1 of 1 selected) ?

3: Select Suppliers (0 of 14 selected) ?

Select:

-  Avia Oceania
-  Dennis Eagle - Australia
-  Foton Trucks Australia
-  Fuso Truck and Bus
-  Hino Motor Sales Australia Pty Ltd
-  Isuzu Australia Ltd
-  IVECO Trucks Australia
-  Mack Trucks
-  Mercedes-Benz Trucks
-  PACCAR DAF
-  UD TRUCKS a division of Volvo Group Australia
-  Volvo Trucks
-  Western Star Trucks Australia
-  William Adams Pty Ltd

STEP 3.3. Press Save & Continue

STEP 4. Describe what you need.

RFx Name | Select Suppliers | **Details & Info** | Ask Questions | Add Files (0 files) | Estimated Value | Submission Dates → Save and Post

[Preview](#) | [Copy](#) | [Delete](#) | [Exit](#)

Describe what you need. ?

Enter the details and specifics of what you need (required) ?

Background information/compatibility requirements (optional) ?

Desired Outcomes 'Nice to haves', Conditions & Warranties, SLA's, Project benefits etc. (optional) ?

[>> Update and Continue](#)

STEP 5. Ask your nominated suppliers any questions. For example: Time for delivery or previous experience.

Request Wizard

Reference number : **VP42359**

RFx Name | Select Suppliers | Details & Info | **Ask Questions** | Add Files (0 files) | Estimated Value | Submission Dates → Save and Post

[Preview](#) | [Copy](#) | [Delete](#) | [Exit](#)

Add your criteria or questions. ?

Please add questions you want answered, adding one item at a time... [here are some suggestions](#)

[>> skip this step](#)

[>> Add this](#)

Your current questions

You have not added any questions...

[>> Update and Continue](#)

STEP 6. Add any files to the RFQ.
For example: Pictures, Specifications.


Add files to this request.

Maximum of 25 files, each a maximum of 40Mb. Allowed files types are: *.pdf, *.doc, *.docx, *.xls, *.xlsx, *.xslm, *.mpp, *.ppt, *.pptx, *.ppsx, *.jpg, *.jpeg, *.png, *.x-png, *.bmp, *.x-bmp, *.img, *.tif, *.tiff, *.gif, *.jpeg, *.mpeg, *.x-jpg, *.psd, *.eps, *.ai, *.avi, *.mpg, *.3gp, *.qt, *.mov, *.swf, *.wmv, *.flv, *.dwg, *.acad, *.dxf, *.zip

Select files to upload below...

>> skip this step

<input type="text"/>	select		remove
<input type="text"/>	select		remove
<input type="text"/>	select		remove
<input type="text"/>	select		remove
<input type="text"/>	select		remove

Upload files 

You've attached these already.

1: [specification.docx](#)

delete

>> Save and Continue

STEP 7. Choose an estimated amount for the RFQ. This can be hidden from vendors. It can be used as a reference point for your documentation.

Provide your estimated value of this request.

Estimated Value

- Up to 2,500
- 2,500 to 10,000
- 10,000 to 25,000
- 25,000 to 50,000
- 50,000 to 100,000
- 100,000 to 150,000
- 150,000 to 300,000
- 300,000 to 500,000
- 500,000 to 1M
- 1M to 3M
- Over 3M

Currency

- Australia : Dollars

Disclose this estimated value to suppliers?

- Hide from Vendors
- Show to Vendors

Do you require suppliers to provide a total cost when responding?

- Yes. Suppliers MUST provide a total cost
- No. Optional

Selecting YES will REQUIRE the suppliers to enter a total cost as part of their response and nominate if it's a 'fixed' or 'estimated' amount. Note that suppliers will NOT be able to post a response unless they provide these details.

>> Update and Continue

STEP 8. Choose a closing date and enter the estimated time it will take you to evaluate.

When can suppliers respond. ?

Suppliers can respond from (open) date:

Monday 21 December 2015

To (closing) date:

Friday 01 January 2016

5 PM

Evaluation Period

After the closing dates has passed, I anticipate completing my evaluation of responses within...


- 2 weeks 3 weeks
 4 weeks 2 months
 3 months 4 months

>> Update and Continue

SAVE AND POST. You can either save a copy for later or post straight away to suppliers.

Request Wizard

Reference number : **VP42359**

RFx Name Select Suppliers Details & Info Ask Questions Add Files (0 files) Estimated Value Submission Dates  Save and Post

[Preview](#) | [Copy](#) | [Delete](#) | [Exit](#)

Save and Post to suppliers.

Congratulations! You have finished creating your request.

Anonymity Settings
One last thing... do you wish to be anonymous to suppliers for this request?

Anonymous means that suppliers can see your organisational details but not your personal and contact details (which 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 display dates)

Save as draft Post >>