

City of Ipswich

# Supplier Registration Fact Sheet

Ipswich City Council has streamlined its procurement processes to make them more fair, transparent and equitable.

## Do you want Ipswich City Council to know about your goods or services?

To do business with council you will need to register in the VendorPanel Marketplace.

The **VendorPanel Marketplace** is council's main sourcing platform. It is a simple system that connects suppliers directly with buyers.

Registration takes less than 2 minutes and will provide you with access to a wider market than just Ipswich City Council.

### How to register with VendorPanel

- 1 Register via the 'VendorPanel Marketplace' It's FREE and only takes a couple of minutes.

#### **CLICK HERE TO REGISTER**

[Vendorpanel.com.au/MarketPlace](http://Vendorpanel.com.au/MarketPlace)

- 2 Once you have registered you will be able to add colleagues to your company profile.

You and your colleagues must be registered to be invited to respond to new projects and opportunities and will then be able to submit quotes and proposals.

## Are you an existing VendorPanel member?

If you are an existing VendorPanel registered supplier, you still need to register in the [Marketplace](#) to get these opportunities. It's easy and will be linked to your existing profile by using the same account details (email and password) to request an invitation to register into Marketplace.

If you are already registered in Marketplace, great! You are visible to council, but we recommend reviewing the lists and categories you are on to ensure they best suit the goods and services your organisation provides.

If you have any questions on the process please contact council on (07) 3810 6666. For any VendorPanel platform related issues, please contact [VendorPanel support](#).



If you have any questions for council, please call (07) **3810 6666** or email [procurement@ipswich.qld.gov.au](mailto:procurement@ipswich.qld.gov.au)

[ipswich.qld.gov.au](http://ipswich.qld.gov.au)

