VendorPanel – Creating a New Request

To create a Request, click the '+ create new' button located at the top of your home page under My Requests or hover over My Requests in the menu bar and select Create a new request.

Name your Request and add your own reference number.

Selecting Suppliers
Select the 'Use Local Buy Pty Ltd lists' for Pre-Qualified Suppliers.

Note: Many organisations use Local Buy as their primary go-to-market pathway. If this is how your system is configured, VendorPanel may skip the above step.

1. Choose the Categories of goods and services you want to use.
2. Select the specific Supplier List(s) you want to use (based on the Categories you've selected in step 1).
3. Then, select the specific Suppliers you want to invite to your Request.

You can filter ⇌ by suppliers' location by using filter tags and by intelligence badges:

Once you've made your selections, click the Use these Suppliers button.

Note: Once you have posted the Request, you cannot uninvite Suppliers that have been invited but you can invite additional Suppliers.

Details & Information
Describe what you are requesting from the Suppliers. The information you provide can be as detailed or broad as required.

Ask Questions – Optional Step
You can set questions for your Suppliers to answer when responding to your request, choosing from the below options:
- Text: Provides a free text field
- Numbers: Suppliers must enter only a valid number
- Money: Suppliers must enter a monetary value to a maximum of two decimal places.
- Date: Suppliers are given a calendar to choose a date.
- Yes/No: Suppliers are given a Yes or No radio button to choose from.
- Custom Selection Dropdown: Customise your own dropdown

Add Files - Optional Step
You can upload a maximum of 50 files up to 15 Mb each.

RFX Budget
- Set whether a 'total cost' is mandatory for this Request. If Mandatory, Suppliers need to complete the Pricing step in their response and include a value.
- Select an estimated value and whether the value is hidden or visible to Suppliers.
- Optional - add a budgeted value, which is automatically hidden from Suppliers.

Submission Dates
- Set an open date, close date and time.
- Set an evaluation period. Once the Request has closed you can extend the decision date a maximum of 3 times. Suppliers will see this as the Expected Decision Date in their accounts.

Save & Post
In the final step, you will be asked to first select an evaluation method (you can change this later). You may see the below options to choose from:
- [Quick Select](#)
- [Evaluation Matrix](#)
- [Evaluation Methods - Multi-Party Evaluation (MPE)](#)

Select if your name and contact details should be kept private or made visible to Suppliers in the Request Details.

Supplier query cut-off period
If visible for your organisation, you can set a cut-off period to the Request where Suppliers can no longer ask questions.