



Online reporting

As per the terms and conditions of your contract, you are required to submit a quarterly online report which details any work you have done with councils and local government organisations under the Local Buy Contract.

It is crucial that you submit this report accurately and on time, because if you don't you will be in breach of contract and therefore run the risk of being removed from the contract for non-compliance.

The online reporting is due after each quarter as follows:

01 Jan-31 Mar	Due before 21 Apr
01 Apr-30 Jun	Due before 21 Jul
01 Jul-30 Sep	Due before 21 Oct
01 Oct-31 Dec	Due before 21 Jan

If you have any difficulties or make a mistake when submitting your online reports please contact Local Buy.

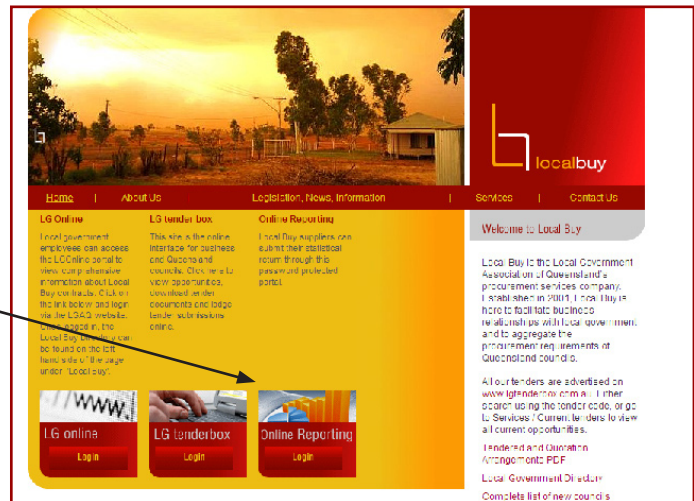
Email: enquiry@localbuy.net.au
Ph: 07 3000 2280



www.localbuy.net.au

A Logging In

1. Log onto www.localbuy.net.au
2. Click onto the **Online Reporting** icon in the middle of the page

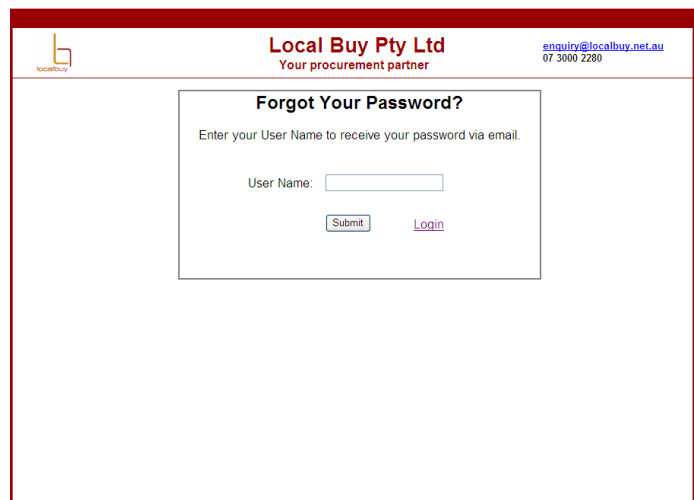


3. Enter your **User Name** and **Password**
4. Your User Name and Password would have been emailed to you by Local Buy
5. Click **Log In**



B Forgot your password

1. Type in your **User Name** (your email address)
2. Click **Submit**
Your password will then be sent to you via email.



C Navigating

1. Select the **Contract**
2. Select a **reporting period**
3. Click **Continue**

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Local Buy Pty Ltd
Your procurement partner enquiry@localbuy.net.au
07 3000 2280

TEST CONTRACT % - (BUS TEST 1)

Please Select a Contract:

Library Resources - (BUS 180-1108)

Please Select a reporting period:

2009 Q1

Continue

4. Find the **council** by scrolling up or down the text box along the right hand side or use the alphabetical listing
5. Click on the council name and tab to the next column
6. Enter the **revenue** (ex GST) that you have received from each council and tab across

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TEST CONTRACT % - (BUS TEST 1)

2008 Q4 Contract Mgt Fee: 2 % Alphabetical Listing

Help : To save the data Click on Next or Previous Row.

Council Name	Revenue (ex GST)	GST	Revenue (inc GST)	Contract Management Fee
Apunipima Cape York Health Council	0.00	0.00	0.00	0.00
AquaGen Water & Renewable Energy	0.00	0.00	0.00	0.00
Arts Queensland	0.00	0.00	0.00	0.00
Aurukun Shire Council	0.00	0.00	0.00	0.00
Ballina Shire Council	0.00	0.00	0.00	0.00
Balonne Shire Council	0.00	0.00	0.00	0.00
Banana Shire Council	0.00	0.00	0.00	0.00
Barcardine Regional Council	0.00	0.00	0.00	0.00
Barcoo Shire Council	0.00	0.00	0.00	0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00

Refresh Totals Print Clear All Add Council A-B C-E F-M N-T U-Z

Save draft - Submit later Submit NIL Statistical Return Submit and Finalise Return

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7. The contract management fee will automatically be calculated if you are on a percentage based contract
8. For all other contracts you will be required to enter the **Contract Management Fee** (ex GST)

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Council Name	Revenue (ex GST)	GST	Revenue (inc GST)	Contract Management Fee
Apunipima Cape York Health Council	0.00	0.00	0.00	0.00
AquaGen Water & Renewable Energy	0.00	0.00	0.00	0.00
Arts Queensland	0.00	0.00	0.00	0.00
Aurukun Shire Council	0.00	0.00	0.00	0.00
Ballina Shire Council	0.00	0.00	0.00	0.00
Balonne Shire Council	0.00	0.00	0.00	0.00
Banana Shire Council	0.00	0.00	0.00	0.00
Barcardine Regional Council	0.00	0.00	0.00	0.00
Barcoo Shire Council	0.00	0.00	0.00	0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00

Refresh Totals Print Clear All Add Council A-B C-E F-M N-T U-Z

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D Adding a purchaser

If you wish to add a local government organisation that is currently not listed:

1. Click **Add Council**

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TEST CONTRACT % - (BUS TEST 1)

2008 Q4 Contract Mgt Fee: 2 % Alphabetical Listing

Help : To save the data Click on Next or Previous Row.

Council Name	Revenue (ex GST)	GST	Revenue (inc GST)	Contract Management Fee
Apunipima Cape York Health Council	0.00	0.00	0.00	0.00
AquaGen Water & Renewable Energy	0.00	0.00	0.00	0.00
Arts Queensland	0.00	0.00	0.00	0.00
Aurukun Shire Council	0.00	0.00	0.00	0.00
Ballina Shire Council	0.00	0.00	0.00	0.00
Balonne Shire Council	0.00	0.00	0.00	0.00
Banana Shire Council	0.00	0.00	0.00	0.00
Barcaldine Regional Council	0.00	0.00	0.00	0.00
Barcoo Shire Council	0.00	0.00	0.00	0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00

Refresh Totals Print Clear All **Add Council** A-B C-E F-M N-T U-Z

Save draft - Submit later Submit NIL Statistical Return Submit and Finalise Return

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2. Enter the details, click **Submit**

Local Buy will need to create this new purchaser in our system, however the changes to the online reporting form will not be immediate

The new purchaser will be created within 48 hours.

Add Councils

To: enquiry@localbuy.net.au
From: mmcgrane@localbuy.net.au
Supplier: |
Contract Name: TEST CONTRACT % - (BUS TEST 1)
Quarter: 2008 Q4
Council Details:

Cancel Submit

3. Click **Save draft-Submit later**

You will be able to finalise your report when Local Buy has added the new organisation. Any information you have completed will be saved.

You will need to log in again to complete your online report

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TEST CONTRACT % - (BUS TEST 1)

2008 Q4 Contract Mgt Fee: 2 % Alphabetical Listing

Help : To save the data Click on Next or Previous Row.

Council Name	Revenue (ex GST)	GST	Revenue (inc GST)	Contract Management Fee
Apunipima Cape York Health Council	0.00	0.00	0.00	0.00
AquaGen Water & Renewable Energy	0.00	0.00	0.00	0.00
Arts Queensland	1000.00	100.00	1100.00	20.00
Aurukun Shire Council	0.00	0.00	0.00	0.00
Ballina Shire Council	0.00	0.00	0.00	0.00
Balonne Shire Council	0.00	0.00	0.00	0.00
Banana Shire Council	0.00	0.00	0.00	0.00
Barcaldine Regional Council	0.00	0.00	0.00	0.00
Barcoo Shire Council	0.00	0.00	0.00	0.00
Total:	\$1000.00	\$100.00	\$1100.00	\$20.00

Refresh Totals Print Clear All **Add Council** A-B C-E F-M N-T U-Z

Save draft - Submit later Submit NIL Statistical Return Submit and Finalise Return

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E Completing your return

1. **Submit** only if you have completed entering all your figures

You will be sent a summary of your Quarterly Online Report by email

Council Name	Revenue (ex GST)	GST	Revenue (inc GST)	Contract Management Fee
Apunipima Cape York Health Council	0.00	0.00	0.00	0.00
AquaGen Water & Renewable Energy	0.00	0.00	0.00	0.00
Arts Queensland	1000.00	100.00	1100.00	20.00
Aurukun Shire Council	0.00	0.00	0.00	0.00
Ballina Shire Council	0.00	0.00	0.00	0.00
Balonne Shire Council	0.00	0.00	0.00	0.00
Banane Shire Council	0.00	0.00	0.00	0.00
Barcaldine Regional Council	0.00	0.00	0.00	0.00
Barcoo Shire Council	0.00	0.00	0.00	0.00
Total:	\$1000.00	\$100.00	\$1100.00	\$20.00

F Select a payment option

- 1a. **Eftpos** - deposit management fee(plus GST) into Local Buy's bank account and email remittance advice to: enquiry@localbuy.net.au

- 1b. **Cheque/MoneyOrder** - send management fee(plus GST) to:
Local Buy, P.O Box 2230,
Fortitude Valley BC. 4006

- 1c. **Invoice Me** - you will be sent an invoice based on the management fee(plus GST)

2. **Confirm** the details

Payment Option	Return (ex. GST)	GST	Return (inc. GST)	Contract Mgt Fee (ex. GST)
<input type="radio"/> Eftpos	\$1,000.00	\$100.00	\$1,100.00	\$20.00
<input type="radio"/> Cheque / MoneyOrder				
<input type="radio"/> Invoice Me (an invoice will be issued to you within 7 days)				

G Submitting a nil return

1. Follow the same log on process
2. Select the Contract etc.
3. **Submit Nil Statistical Return**

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Ballina Shire Council	0.00	0.00	0.00	0.00
Balonne Shire Council	0.00	0.00	0.00	0.00
Banana Shire Council	0.00	0.00	0.00	0.00
Barcoo Shire Council	0.00	0.00	0.00	0.00
Barcoo Shire Council	0.00	0.00	0.00	0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00

Refresh Totals Print Clear All Add Council A-B C-E F-M N-T U-Z

Save draft - Submit later Submit Nil Statistical Return Submit and Finalise Return

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H Submitting additional returns

1. If you have more than one contract you will need to **Submit Another Return**
2. If not, click **Log Off**.

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Thank You