



Accessing the Local Buy Supplier Matrix

1. Login to VendorPanel Home

- Open your web browser and navigate to the VendorPanel login page <https://login.vendorpanel.com.au/account/Login>
- Enter your login credentials and click "Login."

Login

Email address

Next

☐ Remember me on this computer?

i If you have forgotten your password, enter your email address and click 'Next'.

local buy

Local Buy Panel Arrangements

VendorPanel allows purchasers to post and manage their Request for Quotation (RFQ) from Local Buy's Register of Pre-Qualified Suppliers (RPQS) or Preferred Supplier Arrangements (PSA).

Login to access the Local Buy contract arrangements including: general conditions of contract, contract specifications and supplier lists applicable to each contract. There are smart tools to make it easy to post your requirements, receive information or proposals, and invite chosen suppliers to contact you directly. You can receive faster, easier and 'one-click' governance report for probity and compliance.

Do you need Assistance?

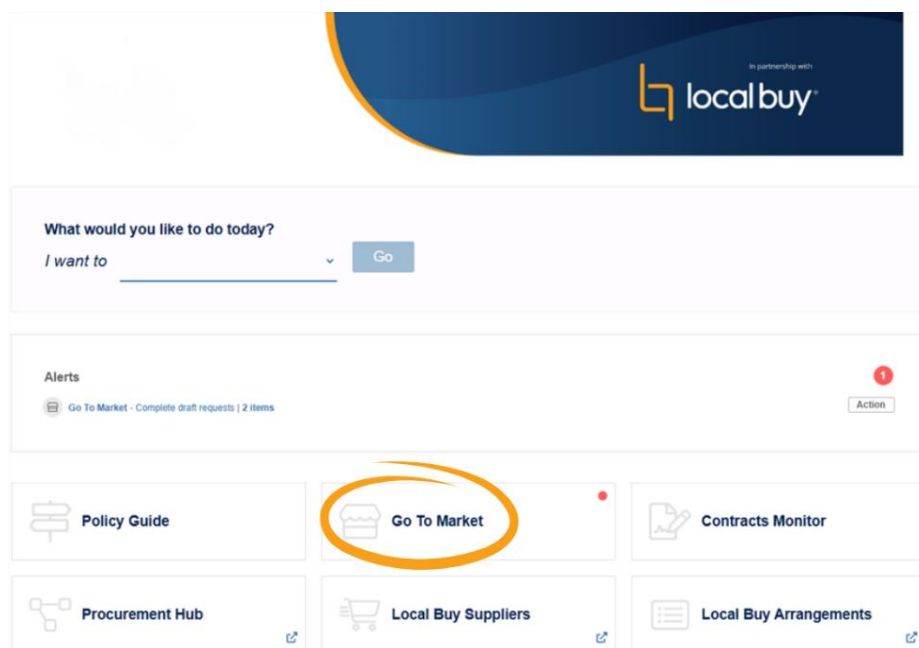
Do you work for a local or State government entity and have not yet registered for VendorPanel? For help please contact us on enquiry@localbuy.net.au or (07) 3000 2115.

Suppliers on Local Buy contract arrangements can login to their account and contact the Local Buy Administrator.

Users requiring technical assistance please contact VendorPanel via the [Contact Us](#) page.

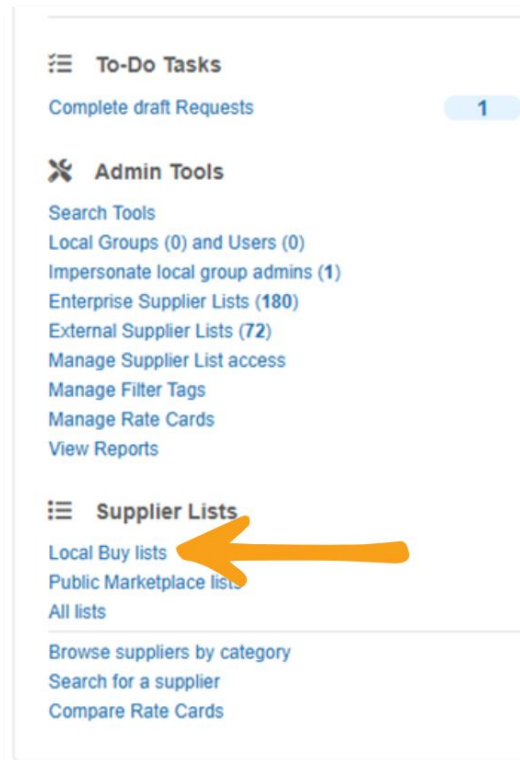
2. Navigate to the Go To Market Module

- Once logged in, locate and click on the "Go To Market" module.



3. Access Local Buy Lists

- On the left-hand side of the screen, find the "Supplier Lists" section.
- Click on "Local Buy lists."



4. Locate the Local Buy Arrangement

- In the list of Local Buy Arrangements, you will see two columns of options:
 - Active Suppliers
 - Documents



5. Open the Supplier Matrix Document

- Click on the number in the "Documents" column associated with the required Local Buy Arrangement.

Local Buy supplier lists (internal)

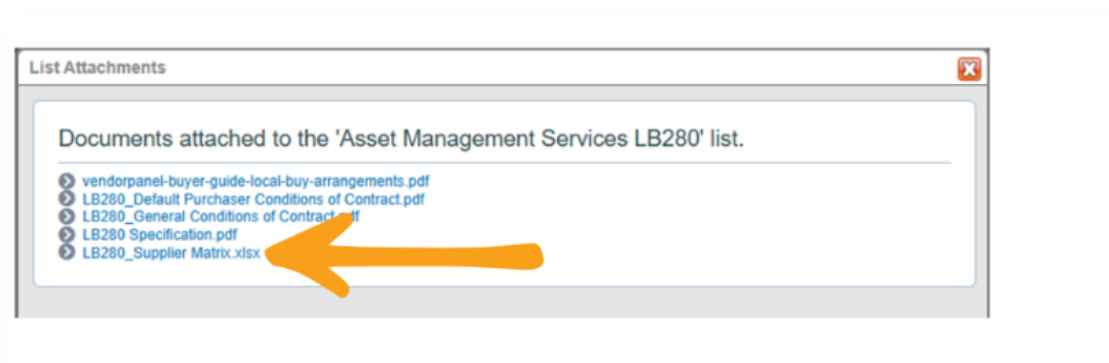
Internal supplier lists verified, approved and managed by Local Buy

- Asset Management Services LB280
- Building & Construction - Commercial & Fitout LB329
- Building & Construction - Residential LB331

179	5
62	8
30	8

View 5 documents

- In the list of documents, find and click on the file named "Supplier Matrix."



- The Supplier Matrix will open in Microsoft Excel format:

A			B	C	D	E	F	G	H	I	J	K	L	M	N	O	P			
SUPPLIER MATRIX																				
LB280 ASSET MANAGEMENT SERVICES																				
					CATEGORIES							SERVICE LOCATIONS								
SUPPLIER		ABN	DEPARTURES		Asset Management Digital Service	Asset Valuation & Financial Services	Operational Asset Management	Strategic Asset Management	Tactical Asset Management	Northern Territory	Central West	Darling Downs	Far North	Flinders	Mackay / Whitsunday	Metropolitan	North Coast			
			No		No	No	Yes	No	No	Yes - Have Local Office	No	No	No	No	No	No	No			
			No		No	Yes	No	No	No	No	Yes	Yes	Yes - Have Local Office	Yes - Have Local Office	Yes - Have Local Office	Yes - Have Local Office	Yes - Have Local Office	Yes - Have Local Office		
			No		Yes	No	Yes	Yes	Yes	Yes	Yes - Have Local Office	Yes	Yes - Have Local Office	Yes	Yes	Yes	Yes - Have Local Office	Yes		
			No		No	Yes	No	Yes	No	Yes	No	Yes - Have Local Office	Yes	Yes	Yes	Yes	Yes	Yes - Have Local Office	Yes	
			Yes - GCC's only		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes - Have Local Office	Yes	Yes	Yes - Have Local Office	Yes - Have Local Office	Yes - Have Local Office	Yes - Have Local Office	Yes - Have Local Office	
			No		No	Yes	No	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
			Yes - Marked Up GCC's		Yes	No	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes - Have Local Office	Yes	Yes
			No		No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
			No		Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes - Have Local Office	Yes
			Yes - Marked Up GCC's & PCC's		No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes - Have Local Office	Yes	Yes	Yes	Yes	Yes - Have Local Office	Yes