

## How to create a compelling business profile on VendorPanel

Upon completing your registration, there are a few actions to take to optimise your profile for success. This is important as your profile is what buyers evaluate when they are deciding who to invite to quote on work.

Start on the Homepage by clicking on 'Supplier Lists you Manage' under 'Admin Tools' then **follow these steps** for each list you're on to create a full and compelling profile that will attract buyers.



**Review and edit** your business description by selecting 'Edit' under the header 'Business Info'.

To edit your *master* profile, click on the 'gear' icon at the top right of your screen. Any new lists that you are added to will inherit your master profile.



If **compliances, qualifications or rate cards** are required there will be a red update button under the relevant header. Click on the button for each and the items required will be listed. Create a file for each item and upload documents if required.



**Add your colleagues** by clicking on the 'manage' button under the 'Your Colleagues' column. Once added, your colleagues can receive notifications and respond to requests.

Note: As the Vendor Admin, only *you* can update business information and documents.



Add **your logo** by clicking on the button.



You can now go to the Homepage by clicking on the icon at the top left of your screen. From this page you can:

- **Select your region/s of service** to receive only relevant tender notifications
- **Download VendorPanel Mobile**
- **Register** to the public marketplace (if you are not already)
- **View reports**