

## WALGA Local Supplier Webinar Q&A

We received a lot of great questions from attendees and we've attempted to answer them all here. Many of you had similar questions, for example, a common one was around ensuring that your business was visible to buyers in all the areas that you service. For the purpose of this document, we've amalgamated similar questions to make it easier for all to read.

### Important information from the webinar:

- VendorPanel Marketplace is being rolled out across Local Government in WA as part of the WALGA initiative to protect jobs and support economic recovery through the Covid-19 crisis
- There is no cost for Councils to use the platform and no fees are applied to Councils or suppliers - it's entirely free for Local Government and businesses thanks to WALGA
- WALGA and VendorPanel are working together to onboard all 138 member Councils and assist their staff to start using the platform to seek quotes for services that fall outside of WALGA Preferred Supplier Arrangements
- WALGA PSAs are regulated. To find out more and to show your interest, [click here](#)
- **VendorPanel Marketplace is open and entirely free for suppliers.** Simply [register here](#) and set up your profile, adding colleagues in other regions you service.

### My business has multiple locations, how can we be visible to buyers in all the locations that we service?

Add colleagues (who then enter their address) for your company to appear in multiple locations. [Download the guide for creating a great supplier profile](#) for instructions on how to add colleagues. As the account administrator you will receive all RFQs and your colleagues can help you manage them.

### As a supplier on a WALGA Preferred Supplier Arrangement (PSA) should I register for VendorPanel Marketplace?

Yes. Whilst Local Government buyers will only use Marketplace when a PSA isn't in place, organisations in other sectors use VendorPanel Marketplace so it's a good opportunity for your business.

### What is the value threshold for work on VendorPanel Marketplace?

Local Government use VendorPanel Marketplace for minor purchasing. Each Local Government has a purchasing policy that will typically define minor purchasing bands and the process for quotations within these bands. The bands sit below the public tender threshold which has recently been revised in Western Australia to <\$250K. However most of the Marketplace transactions would be anticipated to be sourced in the lower threshold bands. Each Local Government will have its Purchasing Policy accessible on its website.

### We are already registered on VendorPanel Marketplace, do we need to register again for WALGA?

No, we just recommend you review your profile and add colleagues (who will enter their address) for your business to be visible to buyers in all the regions you service.

### How is WALGA supporting Local Governments to use VendorPanel?

We have an onboarding and engagement plan, supported by VendorPanel, that includes high level webinars for leadership, training webinars for buyers and an open resource library. VendorPanel has a fantastic support team to manage queries and issues in real time.

### We provide a range of services, how do we register to multiple lists?

You need to repeat the registration process for each category (and within that, the supplier list) you want to register onto. **Use the same email address each time** and your new lists will merge to your account.

### I have registered our company in Perth, why do I get Tender notifications from all over Australia?

You need to adjust your account settings in VendorPanel. [Download the guide for creating a great supplier profile](#) for instructions on how to do this.

### How does Marketplace relate to the AusTenders and State Government CUAs?

AusTenders and CUA's are primarily in place for Federal and State Government use. WALGA provides services (like eQuotes and Marketplace) for Local Government.

### Is this replacing WALGA's TenderLink?

TenderLink is a tender notification service currently used by WALGA. VendorPanel Marketplace is used for purchases below the tender threshold.

### If we're already registered on VendorPanel Marketplace do we need to complete our invitation to join the WALGA Preferred Supplier Arrangement?

Yes. VendorPanel Marketplace will only be used by Local Government to find suppliers where a WALGA PSA does not exist. If you are invited to join a WALGA PSA, you would receive a separate invitation.

### We're having trouble responding to the WALGA opportunity via the EOI.

Do not respond to the EOI, it is simply a notification of the opportunity. Please register your business to VendorPanel Marketplace [here](#).