

Parks Victoria Registered Supplier Lists in VendorPanel

Suppliers on lists are required to respond to Request for Quotes, but do not need to include qualification documents every time they respond to a Parks Victoria request for quotation if they have approved qualifications via the relevant list.

Next Steps

Step One - To become a registered supplier, click the applicable link:

- [Horticulture and Arboriculture](#)
- [Environmental and Heritage Services](#)

Step Two - Complete the registration page and request an invitation which will be sent to you from noreply@vendorpanel.com.au.

Step Three - Once you receive the invitation, click on the 'GET STARTED' link.

If you're a registered supplier on VendorPanel:

- Enter your password and select the subcategories that align to your business.

If you're not a registered supplier on VendorPanel:

- Enter a password
- Select the subcategories that align to your business.
- Complete your company profile.

You will be required to submit:

- Public Liability (and Products Liability if applicable) Insurance - Amount of cover in respect of any one occurrence must not be less than \$20 million.
- Professional Indemnity Insurance (if applicable) - Amount of cover in respect of any one claim must not be less than \$5 million. Note: there may be a requirement for you to obtain this cover (if you don't have it) should you be invited to quote on services that require Professional Indemnity cover;
- Workers Compensation Insurance, and
- Qualification Requirements - Supplier Code of Conduct, Request for Minor Supply (Conditions of Offer) and Draft Contracts.

Once your business profile has been approved by Parks Victoria, you will automatically be added to the relevant list. You need to follow this same process if your business provides goods, services or works for more than one list and you will be able to link the compliance requirements to each list you are registered on.

More Information

If you have any questions on the process please contact the [Parks Victoria Procurement Team](#) or for any VendorPanel platform related issues, please contact [VendorPanel Support](#).