

# Vendor Panel registration instructions for international participants

1. Open the Vendor Panel [website](#).
2. Follow the prompts to select the category your organisation belongs to and register for an account.
3. You will receive a registration email with a link to update your supplier profile on the Vendor Panel website. Enter your supplier details.
4. Under the **Business Profile** tab:
  - i. Select '**RBN (Registered Business Number)**' from the drop-down list, and type '**N/A**' in the adjoining free text field. Click '**Next**'.
  - ii. Under **Business Name** type '**N/A**'.
  - iii. Under **Describe Your Business** type a brief description of your business (see example below).
  - iv. Under **Number of employees** select '**Prefer not to say**' from the drop-down list.
  - v. Under **Annual revenue** select '**Prefer not to say**' from the drop-down list.
  - vi. Remember to **Save** your updates.

### Your Business Profile

Creating a high quality profile is an important step that will improve your chances of receiving opportunities to quote on work.

**What's your organizations business number?**

RBN (Registered Business Number)

**Business Name** (shown to buyers)

**Description** (Enter a brief description of your business)

**WebSite** (Recommended)

**Number of employees**

**Annual revenue**