



QUICK REFERENCE GUIDE

Providers' Portal

This guide is for businesses seeking to respond to a request for tender or similar request using 360. If this document has an error or seems to be out-of-date, please email support@simplylogical.net. For additional help, please browse or search the online knowledgebase: [360 – Providers' Portal Help Articles](#).

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INTRODUCING 360

360 is an online quote and tender evaluation system with two portals:

1. The Buyers' Portal allows buyers to:
 - a. Configure a request for tender, request for quote, and similar requests
 - b. Publish them openly (public) or to selected providers (invitation-only)
 - c. Manage correspondence with respondents
 - d. Evaluate responses and rank the submissions
 - e. Maintain confidentiality with auditable records and information access logs
2. The Providers' Portal allows providers of goods and services to:
 - a. Respond to the requests
 - b. Demonstrate their offer is good value for money
 - c. Be notified when requests are published and progressed

MOST IMPORTANT CONCEPTS

360 is a paperless system!

360 is an online question-and-answer tendering system. To submit, register your interest, complete the online questionnaire, and submit at the "Final Step".

Everything in the questionnaire needs a response!

Answer every question. Read every addendum. The "Final Step" will not let you submit until everything is complete.

360 applies best practice procurement policies!

Buyers cannot see providers responses until the request has closed. 360 helps evaluation teams reach their decisions using fair and equitable systems.

360 is built for commercial-in-confidence data!

All data is kept in the strictest confidence and 360 is built to allow Buyer's organisation to limit access to Provider's sensitive information question by question.

360 is free to use – including tender notifications!

360 has a free subscription service based on Product/Service or Trade/Skill, and optionally Location, Request Type, and Price Bracket.



FREQUENTLY ASKED QUESTIONS

IS 360 A GOVERNMENT-OWNED WEBSITE?

No. 360 is owned, built, and managed by simplylogical.net (Sharrowlane Pty Ltd) – a family-owned software development company in Canberra. 360 is licensed as a service to government and private entities.

IS 360 FREE TO USE?

Yes. simplylogical.net does not charge providers to register or respond to a request for tender.

CAN I USE A TENDER CONSULTANT OR SUBMIT ON BEHALF OF A SUBSIDIARY?

Yes (but not always). 360 has a separation between the company logged in (the "Provider") and the company tendering (the "Respondent"). The request manager can turn this feature off.

HOW DO I FIND A REQUEST FOR TENDER?

There are three ways to find a request:

1. [Browse](#)
2. [Search](#)
3. [Sign-in](#) and go to your [Favourites](#) (if you've registered your interest to a public request or been invited to respond to an invitation-only request)

See also: [How to find a request \(e.g. for tender\) in the 360 providers' portal](#)

CAN I BE NOTIFIED WHEN A REQUEST FOR TENDER IS PUBLISHED?

Yes. 360 has a free subscription service based on Product/Service or Trade/Skill, and optionally Location, Request Type, and Price Bracket.

You need to [sign-in](#) and create a [subscription filter](#).

See also: [How to change my subscription filter \(notification\) preferences](#)

HOW CAN I GET A LOG-IN?

Enter your ABN and email address into the [sign-up](#) page. If your business is registered already, we'll try to avoid creating a duplicate by asking existing users to let you join their team. If not, enter a password and you're good to go.

See also: [How to register \(sign-up\) as a provider of goods and services](#)



IS MY DATA SAFE AND KEPT CONFIDENTIAL?

Yes. 360 is a secure system and all data is treated as commercial-in-confidence and/or personal-in-confidence.

DATA SAFETY

Please refer to the latest security statement published in 360's webpage footer.

CONFIDENTIALITY

360 applies best commercial-in-confidence procurement principles to all data:

1. The tender period must be closed and authorised people must open the electronic tender box before the Buyer can see responses.
2. If a tender is not submitted at the close of the tender period, it will not be available to buyers and its contents can be purged from 360 by the Provider¹.
3. The request manager controls access to the responses such that evaluators can only see part of a submission (important protection for when the Buyer uses subject matter experts).
4. Before submission, business and staff contact details are made available to the request manager (essential for avoiding conflicts of interest).

NOTES

Data protection is your responsibility too.

- ✓ Control who has access – providers grant (and revoke) staff access.
- ✓ Be mindful of who sees correspondence – 360 sends messages to all staff with access to 360 and the business email is CC'd.
- ✓ Be internet savvy – strong, site-specific passwords help prevent theft and you should always check the domain name. The domain names we use are:
 - ✓apetsoftware.com.au
 - ✓simplylogical.net
 - ✓simplylogical.atlassian.net

See also: [How to change my, my team's, and my company's contact details \(as a provider of goods and services\) in 360](#)

WHAT DO I NEED TO RESPOND TO A REQUEST FOR TENDER?

A good internet connection and a modern web browser.

For specifics, see: [Minimum system requirements to use 360](#)

¹ The request manager can monitor questionnaire completion progress, including which questions have been answered, by whom, and when, but not the specifics such as typed text, selected options and uploaded files.



IF I'VE GOT A QUESTION, WHO DO I ASK?

If it's a question about the request's contents, please contact the request manager.

If it's a question about how to use 360 or if there seems to be an error with the system, please contact the technical support team:

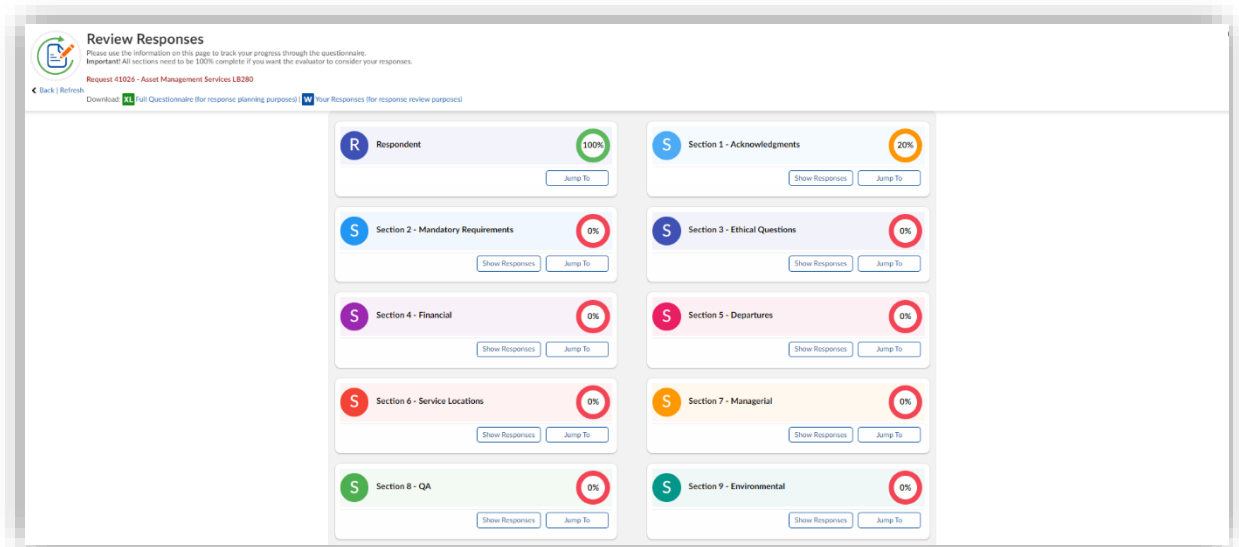
- ✓ support@simplylogical.net
- ✓ 02 51 004 009

NOTES

1. Enquiries are only sent to the request manager – not other respondents.
2. Enquiries are often answered with addenda and may quote the enquiry text.
3. It is normal for buyers not to answer enquiries close to the closing time.
4. The technical support team is not authorised to speak to a request's contents.

WHAT'S 360'S SUBMISSION PROCESS?

1. Register your interest
2. Download the supporting documents and plan your responses
3. Answer every question in 360's online questionnaire
4. Read all addenda
5. Check your progress and review your work via the "Review Responses" page



6. Go to the Final Step
7. Submit and lock your responses

