360 Providers' Portal Getting Started

This guide is for getting started with the 360 Providers' Portal when responding to a request for tender (or similar request).

If this guide has an error or seems to be out-of-date, please email: support@simplylogical.net

For more help, please browse or search the online knowledgebase: 360 – Providers' Portal Help Articles

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What is 360?

360 is an online tender publishing and evaluation system. It has two portals:

1. The buyers' portal allows buyers to:
   a. configure a request for tender, request for quote, and similar requests;
   b. publish them;
   c. manage correspondence with respondents; and
   d. evaluate responses.
2. The providers' portal allows providers of goods and services to respond to the requests and demonstrate their offer is good value for money.

360 is a paperless system! Providers respond by completing the buyer's questionnaire online.

Each item in the questionnaire needs a response but the form of the response varies depending on the item. For example:

- ✓ Instructions need to be read and acknowledged
- ✓ Conditions of tender need to be agreed
- ✓ Some questions require uploaded documents
- ✓ Others require additional information in various formats such as date, number, currency, etc.
- ✓ Some answers extend or shorten the questionnaire
- ✓ Referee checks may send messages to your nominated referees with online forms that need to be completed

Each questionnaire has been configured to suit the buyer's request.

All data is kept in the strictest confidence. No information is sent to the procurement team without your authority.

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How to respond to a request (for tender) with 360

1. Sign-up (or sign-in) with a modern web browser
   See: [How to register (sign-up) as provider of goods and services via 360](#) and the [minimum system requirements](#)
2. Find the request (for tender)
   See: [How to find a Request (ATM, RFT, RFx) in the 360 Providers' Portal](#)
3. Invite your colleagues to help you respond
   See: [How to change my contact details (as a provider of goods and services) in 360](#)
4. Respond to every item in the questionnaire.
   Important! Some items are only shown after you have answered a preceding question.
   Tips:
   - ✓ Begin by clicking Start Response – it changes to Continue Response so you can go back to the last question your team answered.
   - ✓ Every item in the questionnaire is a "question" that needs an "answer" but options vary so please read the instructions carefully.
   - ✓ Clicking Next tells 360 to save your "answer" and move on to the next "question".
   - ✓ The Final Step contains a summary of the steps necessary to submit.
   - ✓ Review Responses lists all the responses to every visible questionnaire item.
5. Acknowledge that you have read every addendum.
6. Submit your response via the Final Step.

Notes:

- ▪ If you reopen your response, you will need to resubmit it.
- ▪ If you withdraw your response, your answers to each question will be deleted.

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Frequently Asked Questions

Like many modern software products, 360 is constantly evolving to suit the needs of its users and to keep up in the ever-changing world of IT. 360 Providers' Portal FAQs has the latest version of this list.

Is 360 a government owned website?

No. simplylogical.net (a software development company in Canberra) licences 360 to government and private industry.

Is my data safe?

As safe as we can make it noting that no online system can guarantee all data is safe. See: 360 Security Statement.

Is my data kept confidential?

Yes. Your data will not be shared with anyone except when it is sent to the buyer when you submit it as your response to a request (for tender).

If I've got a question, who do I ask?

If it's a question about the contents of the request (for tender), please contact the buyer.

If it's a question about how to use the portal or if there seems to be an error with 360, please contact the technical support team – support@simplylogical.net.

Is 360 free to use?

Yes. simplylogical.net does not charge providers to respond to a request (for tender).

Can I be notified when a request (for tender) is published?

Yes. And without cost to providers. See: How to change my notification preferences in the 360 providers' portal.

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