



**NEW ZEALAND**  
GOVERNMENT PROCUREMENT

# Online Panel Directory - Provider Guide

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## Introduction

This guide is for panel providers to specific Collaborative Contracts that utilise the Online Panel Directory to support the solution. It provides a brief overview of the online tool and guides agencies through the process of how to use it.

<p><b>Scope</b></p>	<p>The Online Panel Directory is currently used for the following contracts:</p> <ul style="list-style-type: none"> <li>• AoG Consultancy Services – Business and Finance (including the GCIO Assurance sub-panel)</li> <li>• Property Consultancy Services</li> <li>• AoG External Recruitment Services</li> <li>• Security and Related Services</li> <li>• Web Services</li> </ul> <p>It is anticipated that other service related contracts will be added in the future.</p> <p>The directory allows participating agencies to search for and shortlist providers. It does not include e-tendering functionality.</p>
<p><b>Purpose</b></p>	<p>The Online Panel Directory makes it easier for government agencies to find a provider that meets their engagement requirements. Participating agencies can search, filter, compare and shortlist panel providers based on their needs without having to refer to multiple places.</p>
<p><b>Features &amp; benefits</b></p>	<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Providers are able to maintain their own general company information making it easier to keep the directory up-to-date.</li> <li>• Improves transparency and allows agencies to easily compare providers and create a shortlist.</li> <li>• Promotes a level playing field for panel providers promoting themselves to government.</li> <li>• A ‘one source of the truth’ for participating agencies, containing the latest provider information.</li> </ul> <p><b>Features</b></p> <ul style="list-style-type: none"> <li>• Using RealMe, providers are able to maintain their own general company information making it easier to keep the directory up-to-date.</li> <li>• Participating agencies are able to search, filter, compare and shortlist providers based on their needs without having to refer to multiple places.</li> <li>• Participating agencies can export shortlisted providers to Excel, as well as export individual provider profiles.</li> <li>• Clean and intuitive layout.</li> <li>• Provider information is displayed in random order to ensure a level playing field for providers.</li> <li>• Security is maintained through an authorisation process for agencies.</li> </ul>
<p><b>Contacts</b></p>	<p>An <b>MBIE Helpdesk</b> is available to provide technical support for -the Online Panel Directory:</p> <ul style="list-style-type: none"> <li>• Phone: 0508 438 743</li> <li>• Email: <a href="mailto:info.nzgp@mbie.govt.nz">info.nzgp@mbie.govt.nz</a></li> </ul>

Queries related to the management of each contract, should be directed to the relevant Centre of Expertise (CoE).

## Setting up your account

The Online Panel Directory uses RealMe to allow Providers to access the site. All Providers that wish to access the directory will need to have a RealMe account.

To set up your account with the Online Panel Directory, please follow the steps below.

### Step 1

#### Obtaining your access token

1. Please advise us of your Approved User contact (one user per sub category/job lot).
2. Once you have provided your Approved User/s to us you will receive an access token from the email address no-reply@cwpgovt.nz.
3. If you have received this token please proceed to Step 2 'Verify and activate your account'.

Note: If you wish to change your Approved User/s, you must contact us.

### Step 2

#### Verify and activate your account

1. An email will be sent to you containing a 'token' (web link). Please note that this 'token' will expire 7 days from your receipt of the email. If you are not able to activate your account within this time, please contact the MBIE Helpdesk.
2. Click on the 'token' and it will take you to the RealMe login page.
3. Login using your existing RealMe account/or create a RealMe account and then login.
4. On successful login you will enter the landing page for your company.
5. Your account is now set up to use.

Note: Your company will have an entry in the directory for each sub category/job lot that you have been appointed in. If you require access to multiple entries then you will receive multiple 'tokens'. Follow the steps above for each token received.

## Accessing the Online Panel Directory

Once your account has been set up and activated, you can follow the steps below each time you need to access your company information.

### Logging in

1. Follow this link to be directed to the Online Panel Directory login page
2. <https://directory.procurement.govt.nz>
3. Use your RealMe username and password to enter the site
4. Once you are successfully logged into the directory you will see a landing page displaying the records that you have access to for your company.

## Maintaining your information in the directory

Providers are required to login and maintain information relevant to their company such as; availability, focus areas, geographic locations that services are provided, and previous sector experience in the applicable sub category/job lot.

By being responsible for your own information you have the ability to display the most up-to-date information to participating agencies, it is therefore important to ensure this is monitored and updated on a regular basis.

### Edit information

1. Select the record that you wish to review or edit.
2. Review the information and edit it if required. Contractual fields such as pricing, quality scores, tier, sub category etc. are not editable. Please see the following section '[fields that can be edited](#)' for a list.
3. When updating the 'No. of Consultants Available' field please ensure you complete the fields as 1, 2 to 5, 6 to 19, 20 to 49, 50+ or Enquire with Provider.
4. Once edited, ensure you **Save** your changes.

## Fields that can be edited

Providers can edit the following fields:

Editable fields
Contact details
Company website
Company Summary
Company Description – Short blurb about your company and contracted services.
Sector experience (from drop-down)
Supplier Logo – Upload your logo. Logos should be supplied in PNG or SVG format, max size: 20MB
Geographic locations that services are provided (from drop-down)
Focus areas (from drop-down) <i>Note: this option is only available for certain contracts</i>
Additional Focus Areas (free from) –Please include here any other focus areas you provide per sub category that are not listed in the Focus Area drop-down box. <i>Note: this option is only available for certain contracts</i>
No. of Consultants Available (within the sub-category) - please ensure you complete the fields as 1, 2 to 5, 6 to 19, 20 to 49, 50+ or 'Enquire with Provider'.
Availability – this section requires Providers to update their available dates regularly. As an alternative Providers can note 'N/A' or 'Available'.