

SHIRE OF EXMOUTH E-QUOTES USER GUIDE

A Basic Guide for Users to Register with the
Shire of Exmouth E-Quote System



Welcome to E-Quotes

The Shire of Exmouth has implemented a registration system called E-Quotes, which assists to seek quotations from contractors, but also keeps contractors informed about services required by the Shire.

Contractors need to log onto our web based system where they can register their details into a template and include the type of services they provide, for example electrical, plumbing, or landscaping services.

When the Shire needs to obtain a quote for a particular service, a global email is sent to those contractors that registered themselves as the provider for this particular service.

E-quote is only a registration system which the Shire uses to inform interested contractors about available work. If contractors are interested in the work, they provide their quotation through the normal Shire procurement processes and Shire procurement Policies apply.

Please note: businesses will need to register with E-Quotes to receive information about opportunities to quote for Shire projects. If you are not registered, you may not receive a request for quote.

1. To register with the Shire of Exmouth's E-Quotes System, go to <http://equotes.net.au/exmouth> in a web browser, and the following screen will appear.
2. Click on the 'Register' button as indicated in the screen below.

Shire of Exmouth

Supplier Portal

Spirit for Choice

Register Users Log In Open Quotes

Home

Welcome to the Shire of Exmouth Supplier portal.

Here you can register with the Shire of Exmouth to receive the latest Quotes via Email.

Login

Username or Email

Password

Remember Me

Log In

Register

Contact Us Phone (08) 9949 3000
General Office:
22 Maidstone Crescent (PO Box 21), Exmouth WA 6707
Fax: (08) 9949 3050 Email: records@exmouth.wa.gov.au
Office Hours: Monday to Friday 8am to 4pm
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Register / Users / Log In / Open Quotes

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3. A new **Register** page will appear on screen where you:-

- a. Enter your company contact details; and
- b. Create a password

Nb. You must ensure that all fields marked with a red asterisk are completed

Shire of Exmouth
Supplier Portal
Spirit for Choice

Register Users Log In Open Quotes

Register

Register for Equotes!

Company Name *
ABN
Please provide your Australia Business Number.
First Name *
Last Name *
Username *
E-mail *
Contact Number *
Website
Password *
Minimum length of 6 characters
Repeat Password *

Login
Username or
Email
Password
 Remember Me
Log In
Register

4. Tick the relevant boxes to select your Areas of Expertise. You can also add other Areas of Expertise keywords in the 'Other' box provided.

Areas of Expertise *

Automotive Supplies/Repairs Carpenter/Building Cleaning

Catering Communications Concrete Works

Concrete Supplies Electrical/Airconditioning/Refrigeration

Freight Services Irrigation Plumbing/Gas Surveyors

Towing Tree Services Quarry Supplies

Other (Area of Expertise)

Please enter key words for other areas of Expertise you would like to be registered for.

Comply *

By ticking "Comply" I agree that i have and can provide a Certificate of Currency for Public liability Insurance, on request.

Send these credentials via email.

[Register](#)

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5. Read the comply conditions and if you agree, tick the 'Comply' box (shown below)
6. Click the 'Register' button (shown below) to submit your details.

Areas of Expertise *

- Automotive Supplies/Repairs
- Carpenter/Building
- Cleaning
- Catering
- Communications
- Concrete Works
- Concrete Supplies
- Electrical/Airconditioning/Refrigeration
- Freight Services
- Irrigation
- Plumbing/Gas
- Surveyors
- Towing
- Tree Services
- Quarry Supplies

Other (Area of Expertise)

Please enter key words for other areas of Expertise you would like to be registered for.

Comply *

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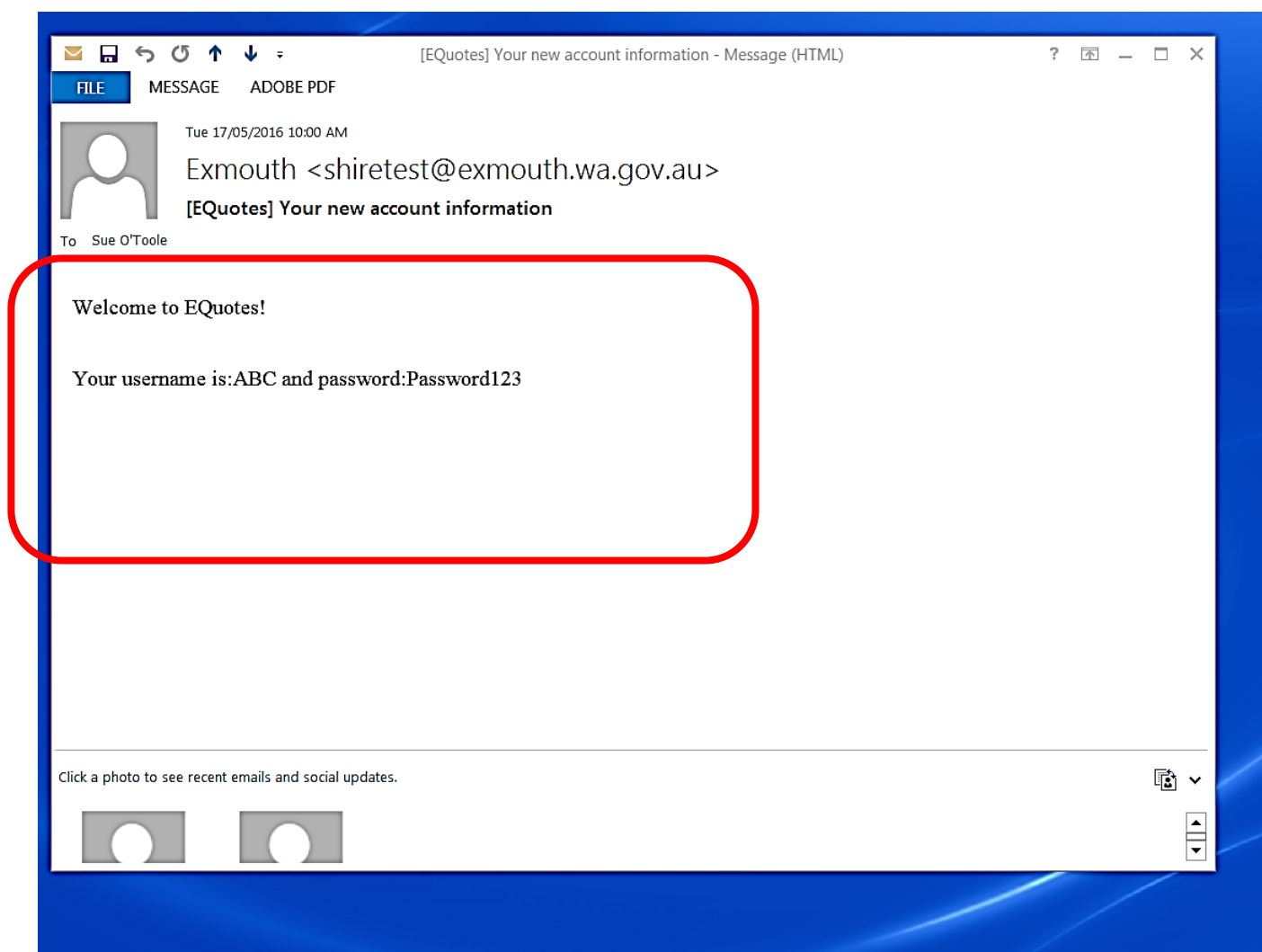
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7. Once your details have been registered, you will receive an email confirming your registration and providing you with your **username** and **password** details (example shown below).



You have now completed the process to register your details with the Shire of Exmouth's E-Quotes System.