

## APET 360



**APET 360Pro** is a secure system, hosted and supported within Australia, with features which enable online tender submission and evaluation

Features of this online tender submission system for your business include:

- Free access to respond to local government tenders
- Consistent template format for responding to tenders
- You can re-open, review, amend and re-submit your tender response before the closing date
- Electronic submission – no need for hard copies of tender response
- All templates requiring completion are provided in each tab
- You can cut and paste from past APET 360Pro jobs
- Multiple users from the one company can be registered and work on the submission at the same time. It is recommended that one key person is responsible for the overall submission (Administrator)

### Getting Started:

- When a tender is released through LG tender box, log into LG tender box ([www.lgtenderbox.com.au](http://www.lgtenderbox.com.au)) and click on the relevant tender
- You will be provided with a URL link to APET 360Pro, so that you can access the tender documents. Copy and paste this URL into your browser so that you don't have to log in via LG tender box every time

### How to Register Your Business:

- Follow the URL link to APET 360Pro
- Click on the tender name that you are going to respond to
- Click on the **Register** icon in the top right hand corner
- Register your company details
- Once you have registered or signed in, you can commence your tender response

### Forgotten Password:

- Type in your user name and then click on the **Forgot password** link on the APET 360Pro home page

### Help Desk:

- The Providers Quick Reference Guide on the home page will guide you through the basics – from logging on to answering tender questions and then submitting your final tender response.
- If you need further assistance or technical support, please email [support@simplylogical.net](mailto:support@simplylogical.net)