

# Using Local Buy Contract Arrangements



Local Buy has been providing value-adding procurement services to Queensland Local Government for over 10 years.

Local Buy conducts tenders for a range of goods and services so that you don't have to, and utilises the bulk buying power of Queensland Local Government to get you the best deal. Our service is available to all government entities, including State and Federal government departments, and government owned corporations.

Follow the steps below to see how you can access Local Buys range of goods and services contracts.

## the 60 second sign up

Local Buy maintains an online directory of contract information within the Local Government Association of Queensland's website [www.lgaq.asn.au](http://www.lgaq.asn.au)

To access this information, you must log-in to the website with a username and password.

To obtain your username and password, you will have to complete the 60-second sign-up, which you will find on the right hand side of the web page.

Click on the link to the "60 Second Sign Up" and then click "Submit". Your user name and password will be emailed to you automatically. If this fails, telephone the LGOOnline support desk on 1800 007 457.

## the local buy directory

To access Local Buy's Directory of suppliers and contract information, return to [www.lgaq.asn.au](http://www.lgaq.asn.au) and enter your username and password.

- The page background will now turn orange.
- Hover your arrow over "Procurement" in the box on the left hand side.
- Click on "Local Buy"
- You will now see a page of information about Local Buy.
- To view our range of contracts click on the link to "Products and Services"
- To select from our range of contracted suppliers, click on the link to "Suppliers"

## using a local buy contract

Using a Local Buy contract is quick and easy.

- First find the product or services you need by logging into the Local Buy Directory
- Contact your preferred supplier by telephone or email
- Create your purchase order referencing the Local Buy arrangement, and the contract number BUS\_\_\_\_-\_\_\_\_, which you will find on the Products and Services pages.

It's that easy, but if you have any problems or questions, please don't hesitate to contact Local Buy on (07) 3000 2280 or email [enquiry@localbuy.net.au](mailto:enquiry@localbuy.net.au) - we're happy to help.