

North Western Melbourne Primary Health Network uses Tenderlink for many requests for tender, expression of interest, and grant application processes. This document explains the process for organisations to register for Tenderlink.

Tenderlink has several benefits:

- Once registered for your free account, you will be notified immediately when applications open for new opportunities.
- Organisations can add and manage multiple users for free.
- Users can log in anytime to check updated grant documentation such as frequently asked questions.
- The Tenderlink support desk can assist with any technical issues (see details below).

How to register for Tenderlink

We encourage all health organisations in our region to register for Tenderlink. Follow the [video tutorial](#) or the steps below.

1. Visit tenderlink.com/mpcn and click *Registration* in the menu at the top of the page.
2. Follow the onscreen prompts. You will need:
 - a. your organisation's ABN
 - b. the full legal name of your organisation
 - c. your email address.
3. On the next screen enter your name, email address, and mobile phone number, and create a password. Read and agree to the terms of service and click *register me*.
4. Create a profile and click next.
5. Choose *Melbourne*.
6. In the *Industry Category* section, select Medical & Healthcare.
7. Add a profile name that is meaningful to help you identify notifications you receive.
8. Your registration is now complete.
9. You can register more than one user for your organisation. Please contact the Tenderlink support team for assistance. The Tenderlink support team is available from 8:30am to 5pm

Monday to Friday on 1800 233 533 or support@tenderlink.com to assist your registration process.

Tender and submission writing course

UNE Partnerships and South Eastern NSW Primary Health Network have developed a free course to help prospective tenderers. It comprises a short series of webinars and practical tools to provide the foundation skills and knowledge to write clear and compelling tenders and submissions on behalf of a medical practice. You can find it on the [UNE Partnerships website](#).

We acknowledge the peoples of the Kulin nation as the Traditional Custodians of the land on which our work in the community takes place. We pay our respects to their Elders past and present.

North Western Melbourne Primary Health Network

Level 6, 737 Bourke Street, Docklands VIC 3008 • ABN 93 153 323 436

T (03) 9347 1188 • F (03) 9347 7433 • E nwmpnh@nwmpnh.org.au • W nwmpnh.org.au

