



QUICK REFERENCE GUIDE

Sign up & Sign in

This guide is for businesses seeking to respond to a request for tender or similar request using 360. If this document has an error or seems to be out-of-date, please email support@simplylogical.net. For additional help, please browse or search [360's help articles](#).

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INTRODUCING 360

360 is an online quote and tender evaluation system with two portals:

1. The Internal Portal allows buyers to:
 - a. Configure a request for tender, request for quote, and similar requests
 - b. Publish them openly (public) or to selected businesses (invitation-only)
 - c. Manage correspondence with respondents
 - d. Evaluate responses and rank the submissions
 - e. Maintain confidentiality with auditable records and information access logs
2. The Public Portal allows businesses of goods and services to:
 - a. Respond to the requests
 - b. Demonstrate their offer is good value for money
 - c. Be notified when requests are published and progressed

MOST IMPORTANT CONCEPTS

360 is free to use for tenderers – including tender notifications

360 is paid for by buyers' licence fees and occasional customisations.

360 has a free subscription service based on Product/Service or Trade/Skill, and optionally Location, Request Type, and Price Bracket.

360 is built for commercial-in-confidence data

All data is kept in the strictest confidence and 360 is built to limit access to businesses' sensitive information question by question.

360 uses an online questionnaire

360 is an online question-and-answer tendering system. To submit, register your interest, complete the online questionnaire, and submit at the "Final Step"

Everything in the questionnaire needs a response

Answer every question. Read every addendum. The "Final Step" will not let you submit until everything is complete.

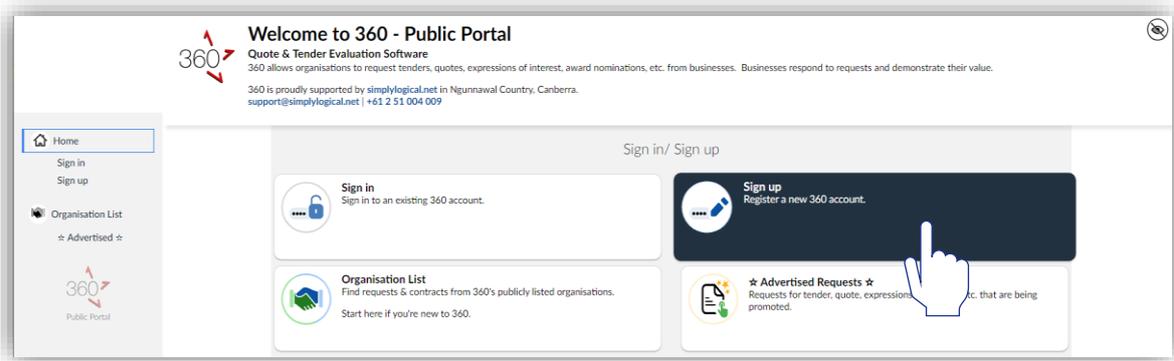
360 applies best practice procurement policies

Buyers cannot see businesses responses until the request has closed. 360 helps evaluation teams reach their decisions using fair and equitable systems.



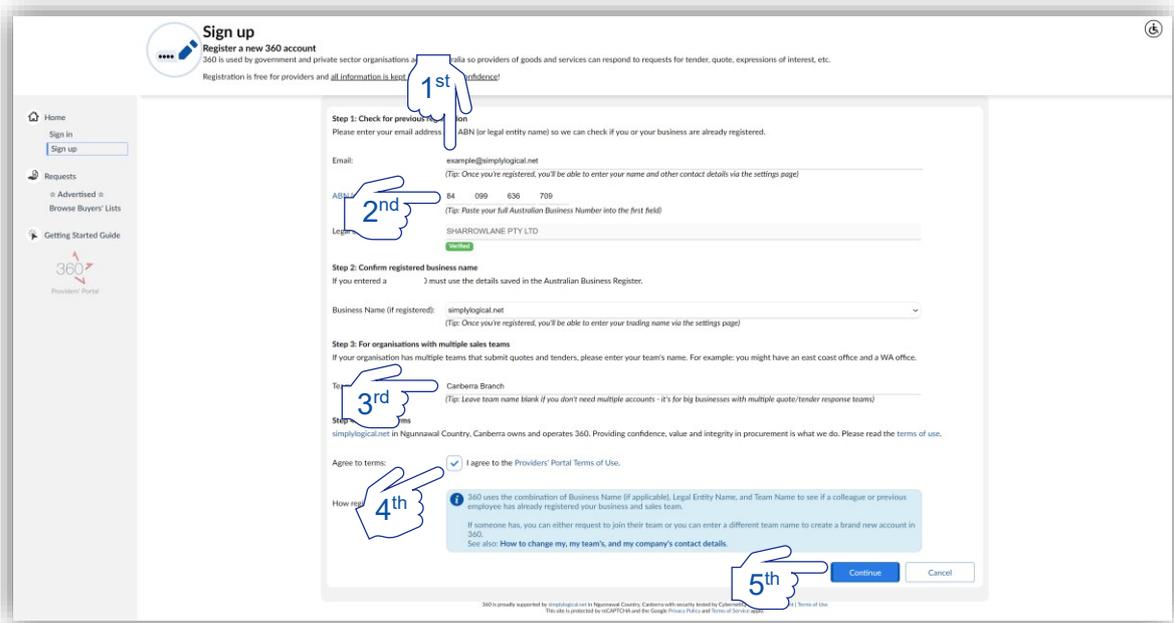
PART 1 – SIGN UP (REGISTER)

Go to [360's Public Portal \(360providers.apetsoftware.com.au\)](https://360providers.apetsoftware.com.au) and click “Sign up”.



Complete the registration form:

1. Enter a **Email address**¹
2. Optionally, enter your **ABN** to fetch the “Legal Entity Name” and “Business Name”
3. Enter the **Legal Entity Name** and optionally: **Business Name** and **Team Name**
4. Read and agree to the 360’s terms of use and then click “Continue”



¹ Which email address to use?

Many sales teams use group email addresses so they never miss invitations to tender.

To securely use a group email address, please:

1. Sign up (register) with your personal email address
2. Once registered and signed-in:
 - a. Add MFA (multi-factor authentication)
 - b. Change your email address to the group email via Settings → My Account
 - c. Add colleagues via Settings → Staff & Contractors

Following these steps will allow everyone to use the same email address but different passwords and different MFA accounts. And, when someone leaves, their account can be deactivated.



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At this point 360, will check if the business is already registered.

If a business is registered with the same names, there are two options:

1. Request to join the existing team²
2. Change the “Team Name” and create a new team

To join a team, 360 will prompt you for your details and will contact the existing users. Please allow some time for them to respond. If they don't respond or they reject your request you can cancel the request and create your own team (with a different team name).

If 360 does not find an existing business with the same names, you will be prompted to enter and confirm your password.

Security Tip!

Use a password generator or a phrase that only you will know.

Passwords/phrases must have at least 8 characters using a combination of lower case, upper case, numeric, alphabetic, and special characters.

“My dog is 3” (including the spaces) meets the password requirements.

Click “Sign up & Continue (to the ‘sign in’ page)”.

The screenshot shows the 'Sign up' page for a 360 account. The page title is 'Sign up' and the subtitle is 'Register a new 360 account'. Below the subtitle, it states: '360 is used by government and private sector organisations across Australia so providers of goods and services can respond to requests for tender, quote, expressions of interest, etc. Registration is free for providers and all information is kept in the strictest confidence!'. The main form area is titled 'Create Password' and contains the following fields: 'Please create a password and confirm it', 'Email' (with the value 'simplylogical.net'), 'New Password', and 'Confirm Password'. A blue information box below the password fields states: 'Passwords must be at least 8 characters using a combination of lower case, upper case, numeric, alphabetic, and special characters. For example: My dog is 3 (including the spaces)'. At the bottom right of the form, there are two buttons: 'Sign up & Continue (to the 'sign in' page)' and 'Cancel'. A sidebar on the left contains navigation links: 'Home', 'Sign in', 'Sign up', 'Requests', 'Advertised', 'Browse Buyers' Lists', and 'Getting Started Guide'. At the bottom of the sidebar is the '360 Providers' Portal' logo. Three hand icons with numbers '1st', '2nd', and '3rd' are overlaid on the page: '1st' points to the password field, '2nd' points to the confirm password field, and '3rd' points to the 'Sign up & Continue' button.

Tip!

360 will use your email address to create a unique username and will try to guess your first and last names.

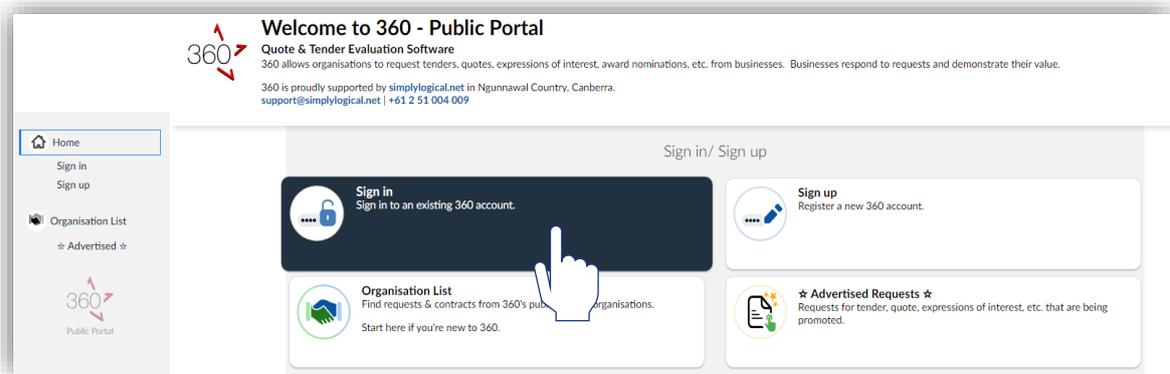
Entering your contact details via Settings → My Account will make it easier for the technical support team to help you.

² 360 uses the term “team” (as in “sales team”) but it could be “division”, “office”, “branch” – whatever makes sense to you and your organisation.

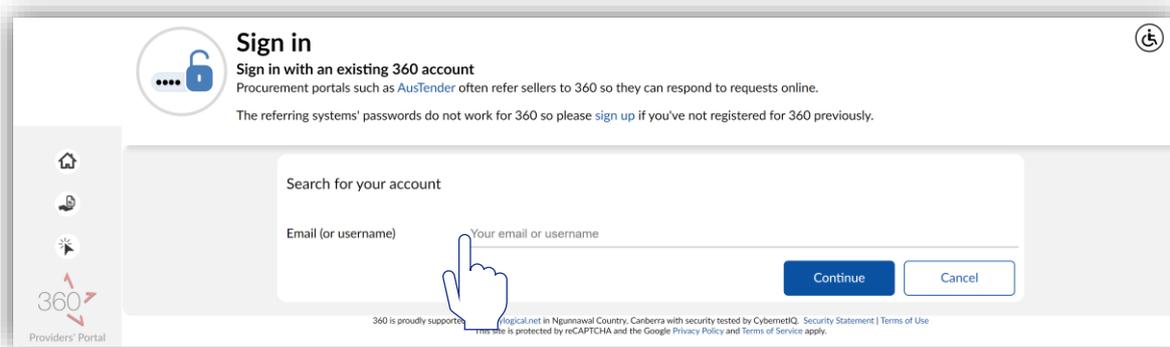


PART 2 – SIGN IN

Go to [360's Public Portal \(360providers.apetsoftware.com.au\)](https://360providers.apetsoftware.com.au) and click “Sign in”.



Enter your email address (or username if known) and click “Continue”



At this point, 360 will check if the account exists and if there are multiple users sharing the same email address. If prompted, select the your username.

Important!
360 uses Google reCAPTCHA to help protect everyone's accounts. If you use cookie-blockers or incognito windows, please contact the technical support team so we can disable reCAPTCHA for your account.

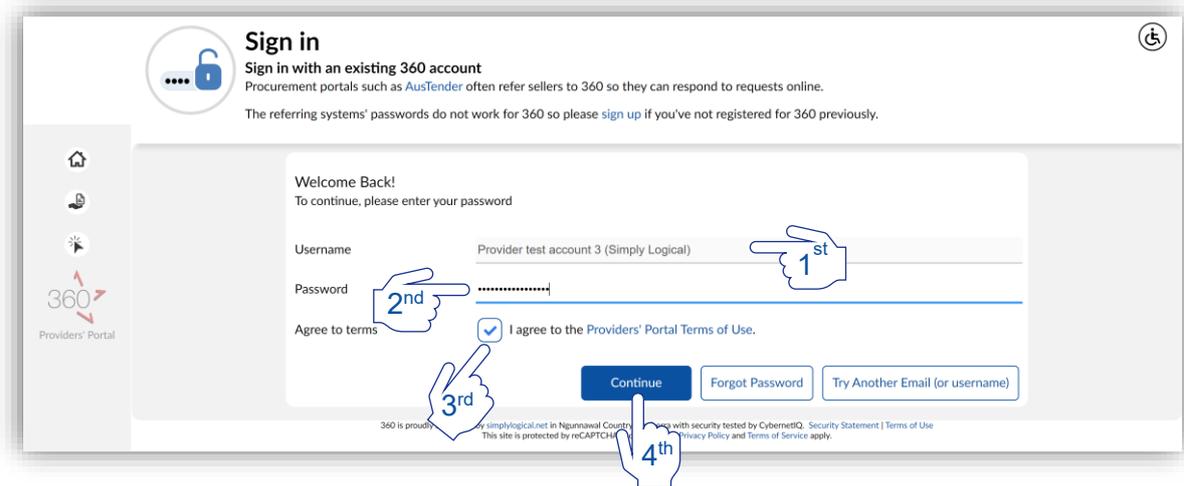


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When 360 knows which username to use, you will be prompted to enter your password.

Complete the form:

1. **Username** (read-only) – click **Try Another Email (or username)** if it's incorrect
2. **Password** (required)
3. Click "Agree to the terms" (required)
4. Click "Continue"



The screenshot shows the 'Sign in' page for the 360 Providers' Portal. The page title is 'Sign in' and it includes a sub-header 'Sign in with an existing 360 account'. Below this, there is a note: 'Procurement portals such as AusTender often refer sellers to 360 so they can respond to requests online. The referring systems' passwords do not work for 360 so please sign up if you've not registered for 360 previously.' The main content area is titled 'Welcome Back!' and says 'To continue, please enter your password'. There are three input fields: 'Username' (containing 'Provider test account 3 (Simply Logical)'), 'Password' (with a masked password), and 'Agree to terms' (with a checked checkbox and the text 'I agree to the Providers' Portal Terms of Use.'). Below the inputs are three buttons: 'Continue', 'Forgot Password', and 'Try Another Email (or username)'. Hand-drawn callouts with numbers 1 through 4 point to the Username field, Password field, 'Agree to terms' checkbox, and the 'Continue' button respectively. The 360 logo and 'Providers' Portal' text are visible in the bottom left corner. At the bottom of the page, there is small text: '360 is proud to be powered by simplylogical.net in Ngunawal Country. This site is protected by reCAPTCHA. This site is protected with security tested by CybernetIQ. Security Statement | Terms of Use | Privacy Policy and Terms of Service apply.'

At this point, 360 will check your password and determine the next step. The possible outcomes are:

1. The password is not correct
Try again or click **Forgot Password** if your password is incorrect.
2. The password is correct and you are signed-in
Click either:
 - a. **Skip MFA - Continue to 360** to sign-in quickly
 - b. **Add MFA Now** to improve your account's security
3. The password is correct and multi-factor authentication (MFA) is required
Enter the **MFA code** from your phone's app.

Important!

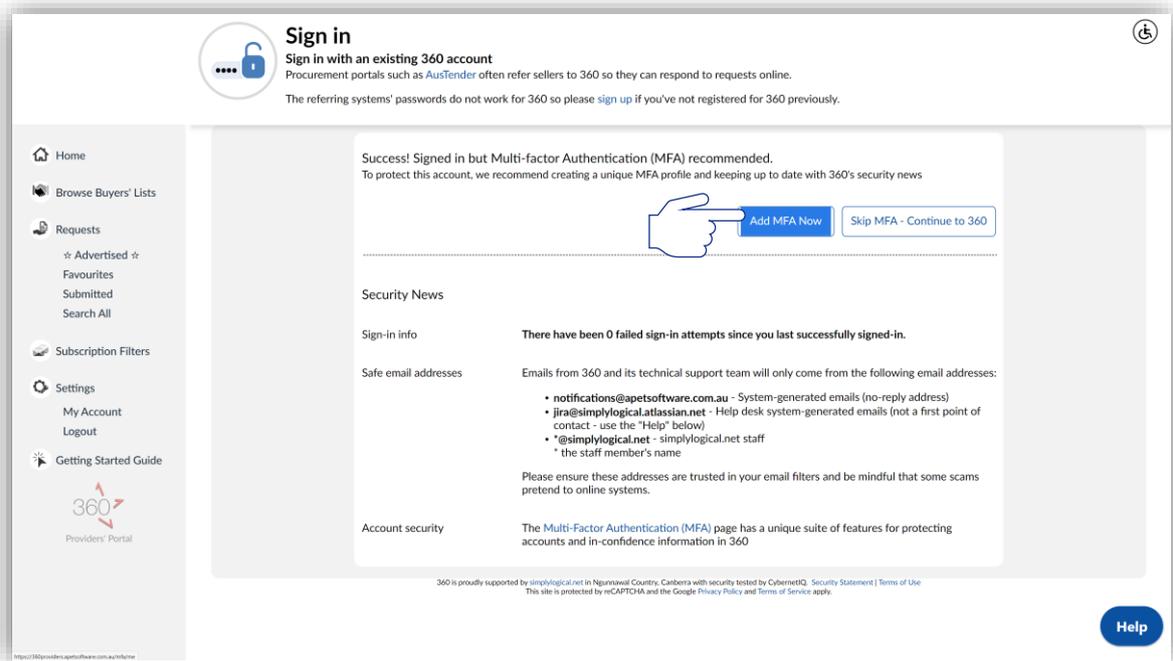
Each system has a different MFA code. 360's MFA code is titled "360" and has your recovery email address – similar to this:

360 (example@simplylogical.net)



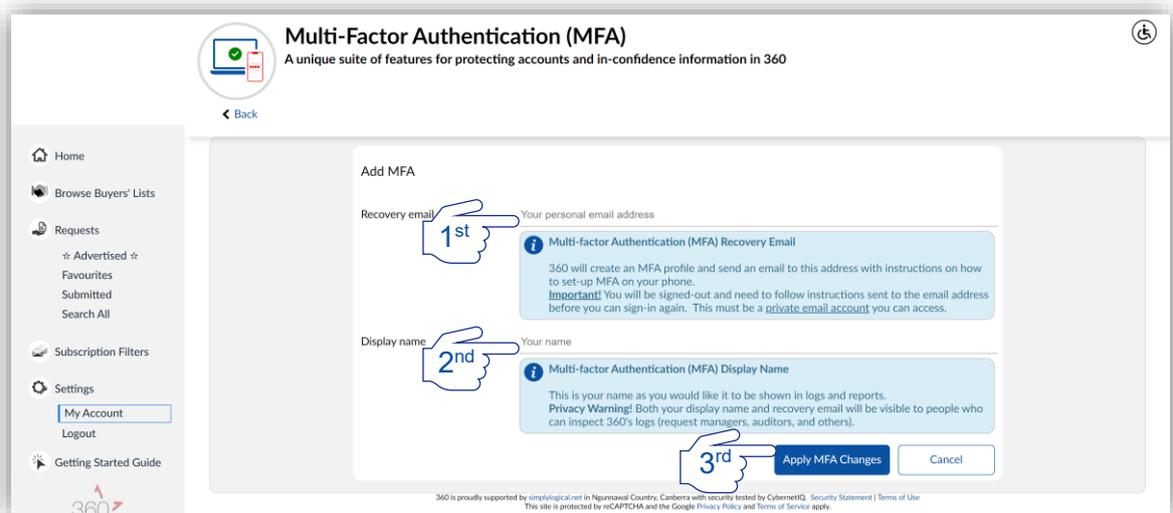
HOW TO ADD MULTI-FACTOR AUTHENTICATION

Once signed-in, click “Add MFA Now”.



At this point, 360 will open the Multi-Factor Authentication (MFA) page with important information information displayed in blue boxes.

1. Enter a “Recovery email” – an email address no one else can access
2. Enter “Display name” – your name
3. Click “Apply MFA Changes”



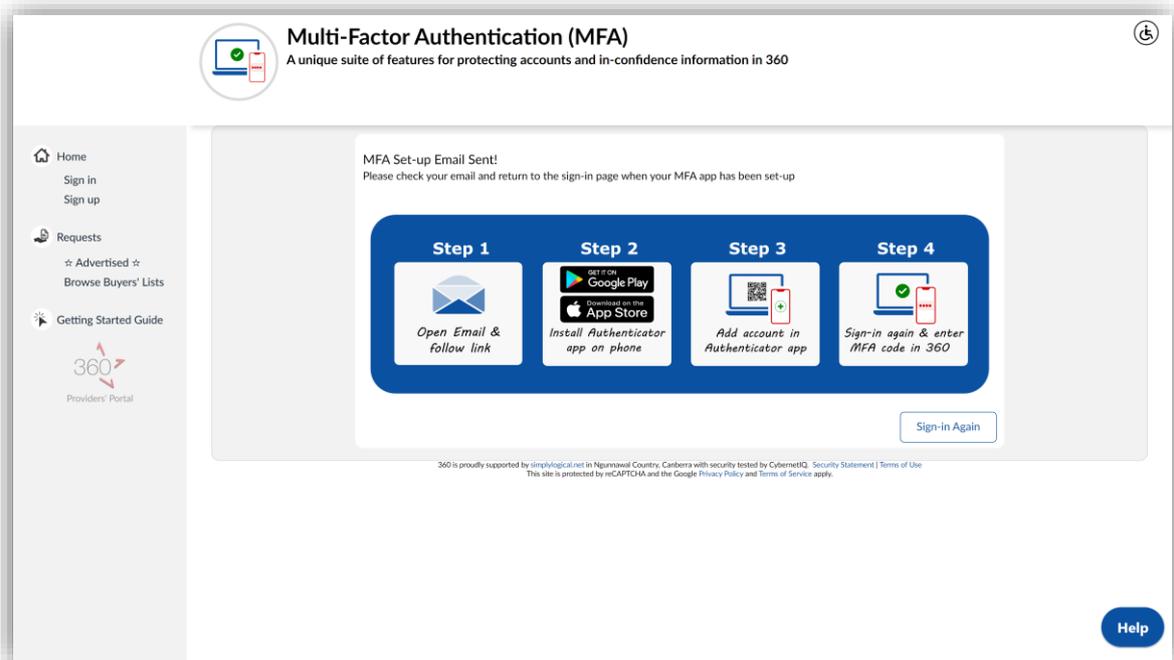
Important!

You won't be able to sign-in again if the recovery email is incorrect.



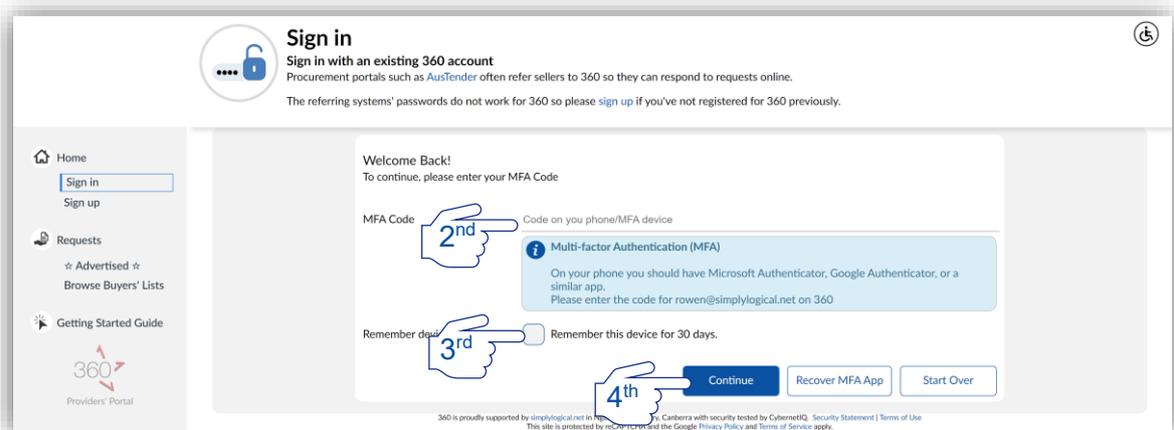
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At this point, 360 will display instructions. Follow steps 1, 2, 3 & 4 to complete your MFA set-up. This [YouTube video](#) shows how to follow the instructions.



Once your authenticator app is set-up:

1. Return to the sign-in page
2. Repeat the steps above to enter your username and password
3. Open the MFA app on your phone and
 - a. Find the correct code – **360 (your recovery email address)**
 - b. Enter the 6-digit “MFA Code”
 - c. Optionally, ask 360 to remember the device you're using for 30 days
 - d. Click “Continue”



Security is important to ensure 360 delivers:
CONFIDENCE | VALUE | INTEGRITY

