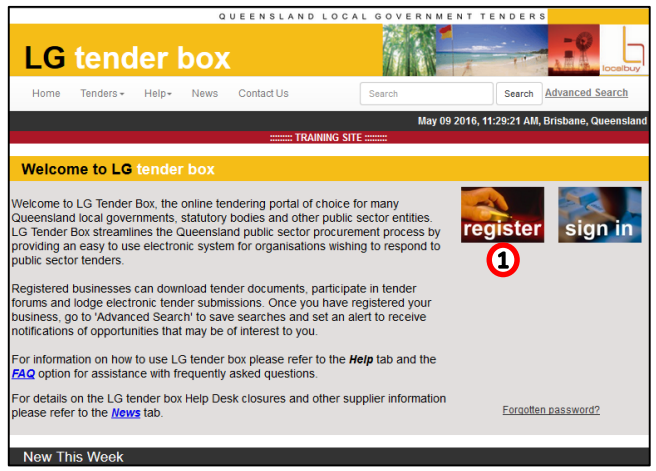


# Registering on the LG tender box

Please note that you must have cookies enabled in your internet web browser in order to register on the LG tender box site. If you do not have cookies enabled you will receive a server error message. Please refer to the wikiHow article [How to enable cookies in your internet browser](#) as an example of how to enable cookies in your internet browser

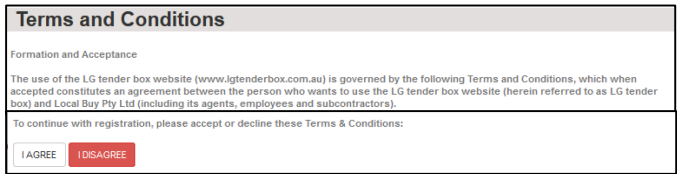
Open the LG tender box home page <http://www.lgtenderbox.com.au>

- 1. Register:** Click to select
- 2. Terms and Conditions:** Ensure you read the terms and conditions
- 3. I Agree/I Disagree:** To continue with registration select I Agree



- 4. Business Information:** Enter name and address details of your business. Ensure there are no spaces between your ABN and post code details.
- 5. Contact Information:** Enter name, user name, email and phone number details. Ensure no spaces are included between your phone number details.
- 6. Region/s:** Select areas that your business can provided services to\*
- 7. Products/Services:** Select products/services that your business can provide\*
- 8. Register:** Click to complete the process.
- 9. Created:** Confirmation the business has been successfully registered

\* Please note , only the initial user that registers the business can set up notifications via this method. Additional users that are prompted to 'Join this Business' must follow the instructions provided in the welcome email



**4 Business Information**

Business Name: Test Business  
 ABN: 00000000000000  
 Address: 125 Smith Street  
 City: Brisbane  
 State / Province: QLD  
 Country: Australia  
 Zip / Post Code: 4000

**5 Contact Information**

First Name: Test  
 Last Name: Person  
 Position: Administration Officer  
 Username: tperson  
 Email Address: tperson@test.com.au  
 Confirm Email: tperson@test.com.au  
 Phone Number: OFFICE 61 ( 07 ) - 12345678

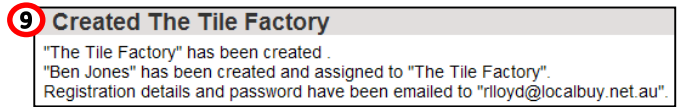
**6 Region/s**

South East Queensland  
 Darling Downs  
 South West Queensland  
 Wide Bay North Burnett  
 Central Queensland  
 North Queensland  
 Far North Queensland  
 Western Queensland  
 Aboriginal and Torres Strait Islander Councils  
 MacDonnell Shire Council (Northern Territory)

**7 Products/Services**

Asphalt, Bitumen, Concrete  
 Auction Services  
 Aviation and Related Services  
 Banking Services  
 Building and Construction Machinery and Supplies  
 Building and Construction Services  
 Building Demolition and Removal  
 Building Maintenance Services

**8 Register**



# Join this business

If your business already exists upon clicking register you will be prompted to join the business

1. **Join this business:** Click to join
2. **Confirm:** Click to continue the process
3. **Back:** Click to select if this is not the correct business to join. This will restart the registration process
4. **Joined:** Confirmation that you have been added to this business listing\*

\* To add new tender notifications to your account please follow the instructions provided in your welcome email. Instructions can also be found under the **Help** → **FAQ** → [How do I add email notifications for tender opportunities?](#)

### Register New Supplier

This page is used to register your business with LG tender box. Please read [help](#) before proceeding. [help](#)

Business Information

ERROR: Businesses with a similar name and/or ABN have been found. Duplicate registrations are not permitted.  
To add yourself as a new user, click [Join this business](#).

1 [Join this business](#) **Test business** (Brisbane, 8956) Registered users: 1

Business Name	Test Business
ABN	000000000000
Address	125 Smith Street
City	Brisbane
State / Province	QLD
Country	Australia
Zip / Post Code	4000

Contact Information

Queensland Local Government Area Map

First Name	Test
Last Name	Person
Position	Administration Officer
Username	tperson2
Email Address	tperson@test.com.au
Confirm Email	tperson@test.com.au
Phone Number	OFFICE 61 ( 07 )- 12345678

South East Queensland  
 Darling Downs  
 South West Queensland  
 Wide Bay North Burnett  
 Central Queensland  
 North Queensland  
 Far North Queensland  
 Western Queensland  
 Aboriginal and Torres Strait Islander Councils  
 MacDonnell Shire Council (Northern Territory)  
 Advertising and Media Services  
 Aerial Services  
 Animal Management Services

## Confirm to join Test business

- 2 [Confirm](#) You are an employee of Test business and wish to join the business.
- 3 [Back](#) Incorrect business selected, return to the previous screen to make another selection.

A notification email will be sent to all users of 'Test business' informing them of your addition.

## 4 Joined Test business

"Test Person" has been created and assigned to "Test business".  
Registration details and password have been emailed to "tperson@test.com.au".