

## Using Filter Tags for LGP Suppliers

### What are Filter Tags?

Filter Tags are tags applied to a Supplier profile on a list. They are used as search and identification tags to help find the Suppliers most relevant to your request.

Filter Tags are managed by the administrators within the organisation who owns and manages the Supplier Lists.

### How are Filter Tags used for LGP Suppliers?

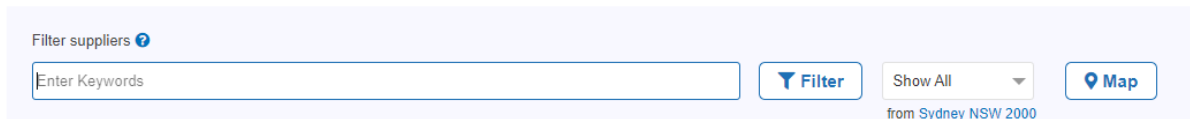
Filter tags are used on LGP Supplier Lists to highlight a range of supplier information. Firstly, the region filter tag can be used by councils to filter for Suppliers that are able to service their specific LGA region. This is different to the searching via kilometre distance which can be used to find suppliers located in your region.

LGP also use filter tags to highlight a range of Supplier information including additional services, corporate social responsibility, professional indemnity insurance, sustainability and more.

When using an LGP contract, councils may use filter tags to find the suppliers able to work in their region, providing the appropriate services, and meeting any reporting requirements for the request.

### How can I use Filter Tags on LGP Lists?

1. When using an LGP Approved Supplier list to enter an RFQ/RFI in the Request Wizard, you will first select your categories and supplier lists. When the “select suppliers” step appears you'll see the option to Filter Suppliers above the list of Suppliers. Click on the filter icon on the right of the field to display you're filtering options.

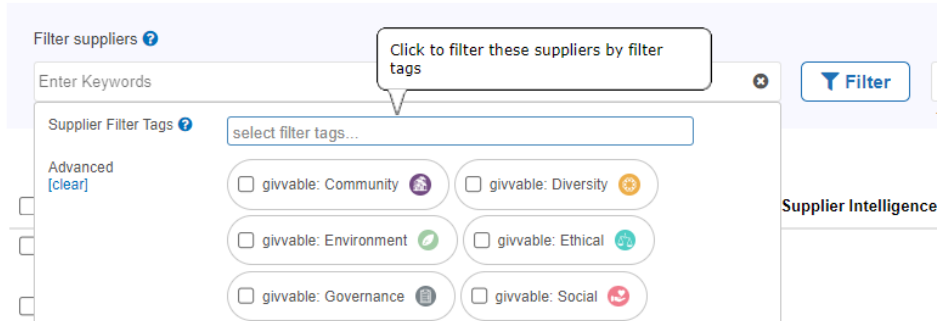


Filter suppliers ⓘ

Enter Keywords Filter Show All Map

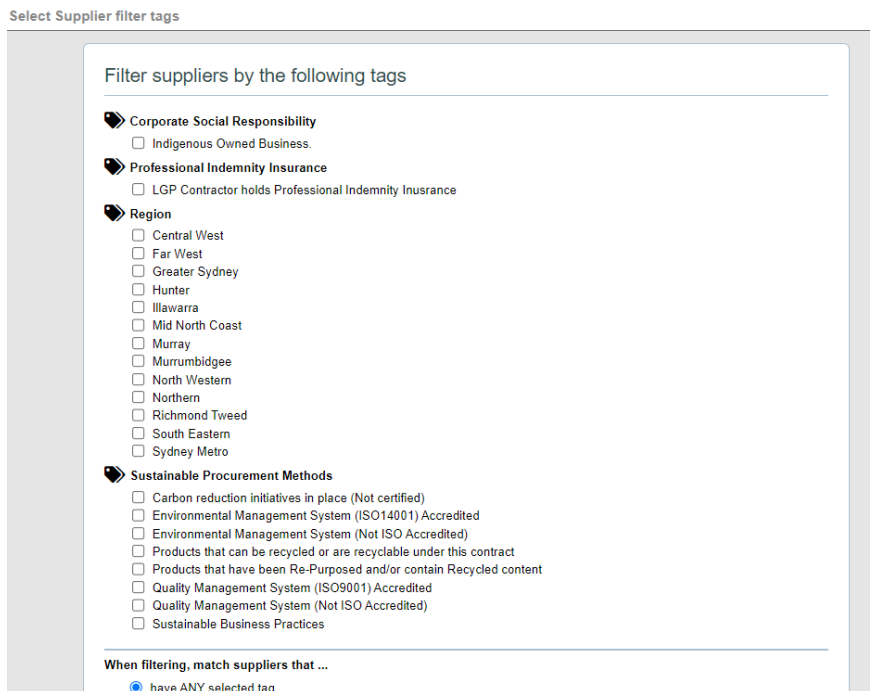
from Sydney NSW 2000

2. Select the option to select Supplier Filter Tags.



3. When you click on this button, you will see the available Filter Tags and can select the relevant ones for your Request.

Please note - the filter tags may differ dependent on what Supplier List's you have selected. The below example is using the Minor + Major Civil Works + Materials (LGP420) list.



4. Depending on your search requirements, you may select the filter tags that apply by selecting the tick box next to the relevant filter tag. You will then decide if you would like to match suppliers that have each filter tag you have selected, or at least one of the filter tags selected.

LGP Contractor holds Professional Indemnity Insurance

**Region**

- Central West
- Far West
- Greater Sydney
- Hunter
- Illawarra
- Mid North Coast
- Murray
- Murrumbidgee
- North Western
- Northern
- Richmond Tweed
- South Eastern
- Sydney Metro

**Sustainable Procurement Methods**

- Carbon reduction initiatives in place (Not certified)
- Environmental Management System (ISO14001) Accredited
- Environmental Management System (Not ISO Accredited)
- Products that can be recycled or are recyclable under this contract
- Products that have been Re-Purposed and/or contain Recycled content
- Quality Management System (ISO9001) Accredited
- Quality Management System (Not ISO Accredited)
- Sustainable Business Practices

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When filtering, match suppliers that ...

have ANY selected tag

have ALL selected tags

[Save Tags](#) [cancel](#)

- If you want to only see the Suppliers that meet ALL of the selected filter tags, ensure you select the option for suppliers to have ALL selected tags before applying the filters. Click on Save Tags once you've made your selections.

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[Save Tags](#) [cancel](#)

- Once you have selected and saved your filter tags, the Supplier Selection screen will adjust to only show suppliers with the applicable filter tags. From here, the Buyer will select the suppliers they wish to invite to the process and complete the rest of the request wizard as usual.