

# Proactis Portal Supplier Guide

## Completing your portal registration

<https://supplierlive.proactisp2p.com/Account/Login>



A greener place to live, work and visit  
Man gwyrdach i fyw, gweithio ac ymweld

Supplier Registration Guide v3 Dec18



Please select the 'Register' option to begin your portal registration.

proactis

English (United Kingdom)

### Supplier Network

Username (usually your email address)

Password

[Haven't got a Username?](#)  
[Cannot access your account?](#)

Sign In

### Sign Up?

Don't have an account? [Register](#)

Have you been invited?

Access Code

Go

[FAQs](#) | [Cookie Policy](#) | [Privacy Policy](#) | [Legal](#) | [Help](#) | [Contact Us](#)

Tenders Direct

Opportunities

Enter information into the following boxes and select **'Register'** at the bottom of the page.

**Please note all fields marked with \* are mandatory.**

# Self Registration

## Register on our Supplier Network

Please follow these simple steps to register

1. Enter the following information and click the Register button to start the process.
2. An activation email will be sent to the email address of your Primary Contact.
3. Click on the link contained within the email to activate your account.

Not received your activation email yet? [Click here.](#)

Sign in Details	
Email Address *	Repeat Email Address *
<input type="text"/>	<input type="text"/>


  

Organisation Details	
Organisation Name *	Property Name/Number *
<input type="text"/>	<input type="text"/>

Address 1 *	Address 2
<input type="text"/>	<input type="text"/>
Town *	County
<input type="text"/>	<input type="text"/>
Postcode *	Country *
<input type="text"/>	UNITED KINGDOM ▼

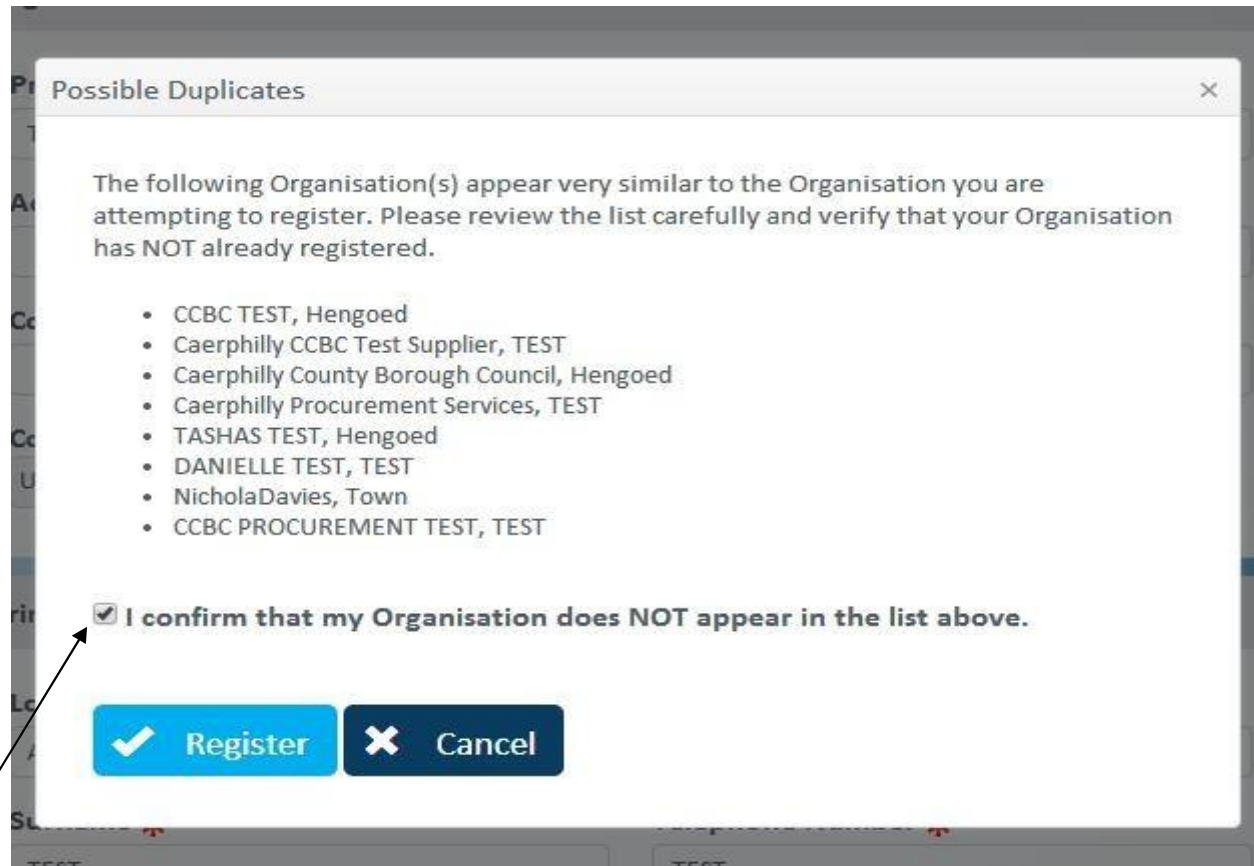
Primary Correspondence Details

First Name *	Surname *
<input type="text"/>	<input type="text"/>
Telephone Number *	
<input type="text"/>	



Register  Cancel

If the below message appears you may have already registered an account previously on the portal, if you are unsure please contact a member of the E-Procurement team via the contact details contained on page 17 to check and obtain your login information.

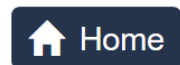


If your information does not appear above please select the check box to confirm, and select '**Register**'

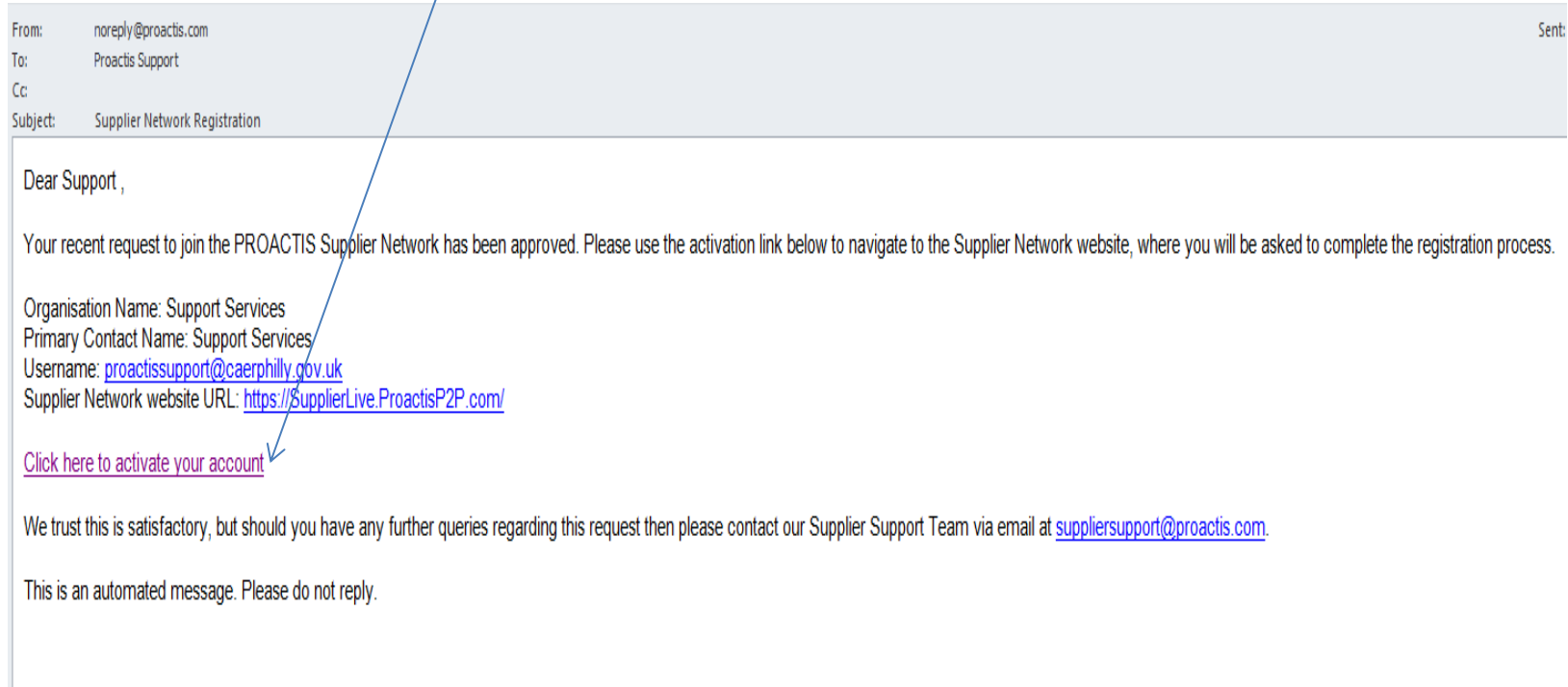
Once you have registered the following message will appear.

## Thank you

Thank you for submitting a request to register on the Proactis Supplier Network. A member of our team will be in contact with you in due course.



An activation email will be sent to the email address of your primary contact. Your account will only be activated once you've selected the link.

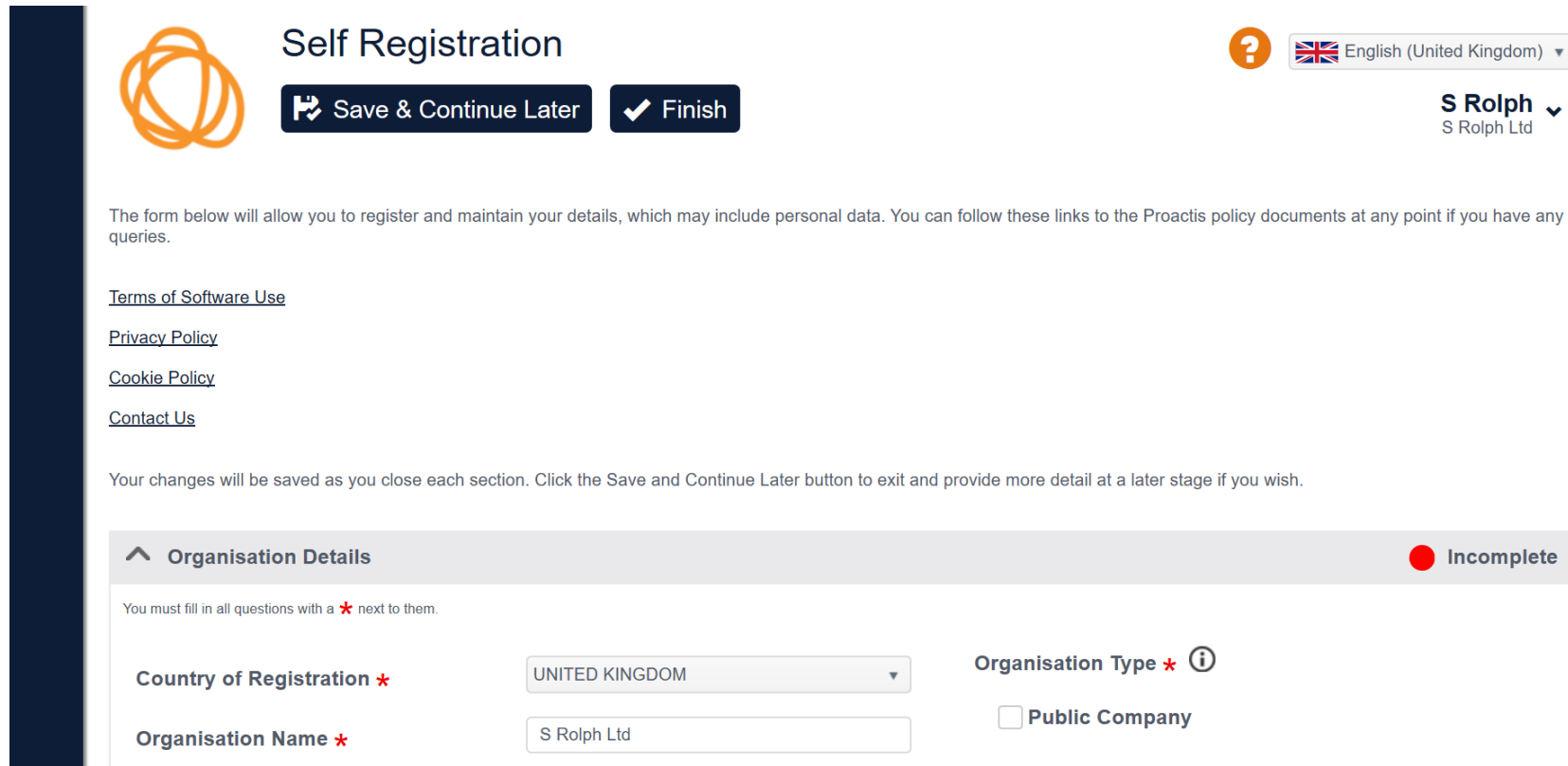


Once you have clicked on the link to activate your account you will be directed to the following page to commence with the 'Self Registration' process.

**Step 1:** Enter your Company Registration Number, VAT Registration and DUNS Number into the required fields. If any are not applicable please tick the 'Not Applicable' box. Select your organisation type, then click 'next' to move to **Step 2**.

**Please note: All fields marked with a red \* are mandatory and must be completed.**


For further information on how to obtain a DUNS number visit: [www.dnb.com/duns-number](http://www.dnb.com/duns-number).




The screenshot shows the 'Self Registration' page. At the top left is an orange logo consisting of three interlocking loops. To its right is the title 'Self Registration'. Further right is a language selector showing 'English (United Kingdom)' with a UK flag icon. Below the logo are two buttons: 'Save & Continue Later' and 'Finish'. On the right side, the user's name 'S Rolph' and company 'S Rolph Ltd' are displayed. Below the title, there is a paragraph of text explaining the form's purpose and providing links to 'Terms of Software Use', 'Privacy Policy', 'Cookie Policy', and 'Contact Us'. A note states that changes are saved as sections are closed. The main form area is titled 'Organisation Details' and is marked as 'Incomplete' with a red circle. It contains a note: 'You must fill in all questions with a \* next to them.' The form has two rows of fields. The first row has 'Country of Registration \*' with a dropdown menu set to 'UNITED KINGDOM' and 'Organisation Type \*' with an information icon and a 'Public Company' checkbox. The second row has 'Organisation Name \*' with a text input field containing 'S Rolph Ltd'.



Enter Organisation Details – Your organization name will be pre-populated from your initial request to register, complete the relevant information. Once actioned scroll down to move to **Addresses and Users**.

VAT Number    
 Not Applicable

DUNS Number    
 Not Applicable

Construction Industry Scheme (CIS) Details

CIS Registration Type \*

Sole Trader

Limited Liability Partnership

Government Body

Third Sector


Other

**Addresses and Users** ● Incomplete

**Product Classifications** ● Incomplete

**Buyers** ● Incomplete

**Notification Subscriptions** ● Incomplete

0% Complete [Save & Continue Later](#) [Finish](#) 

**Addresses and Users** – Your initial business address will be prepopulated however you can add multiple addresses by clicking the Add Address Icon. Additional users can be added via the ‘Add User’ where you will be presented with a dialogue box to complete the necessary information. Each user created will receive an activation email to confirm/amend any details before being able to login and use the system. **Please note: You can add an unlimited number of users to your account.**

**Organisation Addresses**

Search by address content

Active	Primary	Invoice Address	Order Address	Remittance Address	Name	Address	Country	Postcode	Show Me
<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2	Woodfield Terrace, Tiryberth	UNITED KINGDOM	CF82 8AH	<input type="button" value="➔"/>

1 - 1 of 1 Items

**Organisation Users**

Search by user content

Administrator	Username	Full Name	Email Address	Show Me
<input checked="" type="checkbox"/>	sophie.rolph87@gmail.com	S Rolph	sophie.rolph87@gmail.com	<input type="button" value="➔"/>

1 - 1 of 1 Items

**Product Classifications:** What you sell – Here you will need to enter information on the products/services you are able to provide by using Common Procurement Vocabulary (CPV) Codes. In order to add your code you can either enter a key word into the search option or you can select from the list available.




**Product Classifications** ● Incomplete


**Skip**

⚠ By telling us which products and services you provide, you'll make it easier for potential customers to find you and ensure you'll receive tender opportunities that are of most relevance to your organisation. Please use the skip option if you do not wish to make a selection as this time.


⚠ The left panel below shows the products/services that are available. The right panel shows those that you've added. Navigate the tree on the left to browse for products/services and tick the check box next to any that are relevant. After this, use the circular right arrow button in the middle to move the selected classifications across to the right panel. If you make a mistake, you can remove classifications by ticking the check boxes next to any unwanted products/services in the right panel, then using the circular left arrow button. If you want to completely start again, use the reset button. When the right panel contains the products/services you want, you're ready to proceed to the next step.

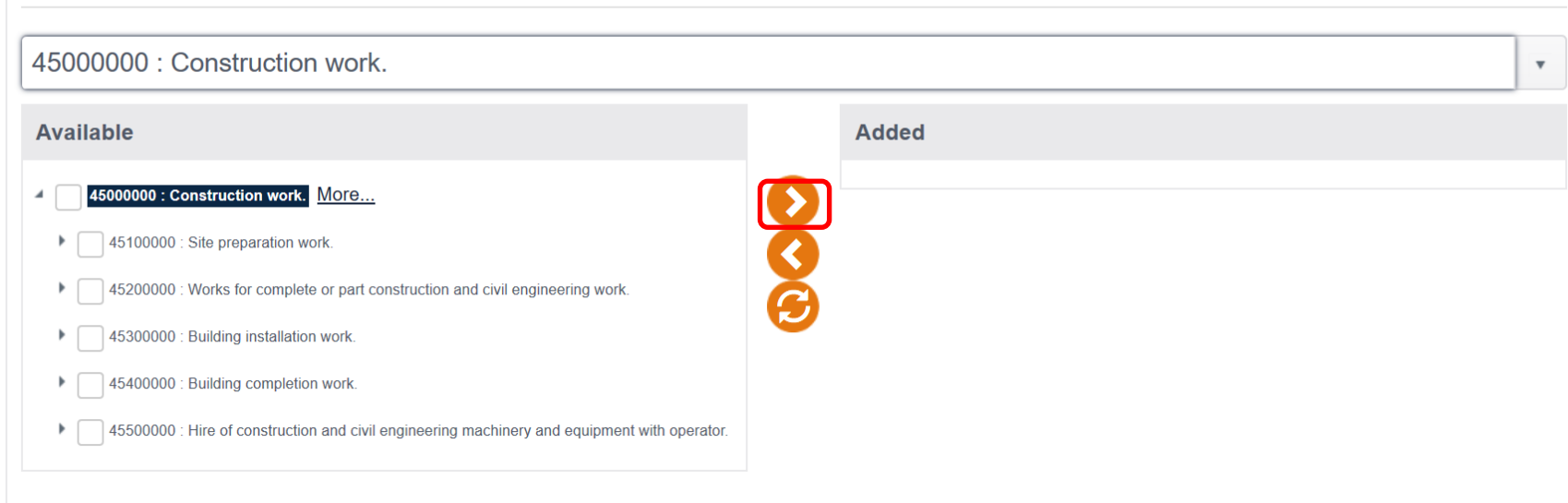
Type some key words here describing what you sell...

Available		Added
<input type="checkbox"/> 03000000 : Agricultural farming fishing forestry and related products.	  	
<input type="checkbox"/> 09000000 : Petroleum products fuel electricity and other sources of energy.		
<input type="checkbox"/> 14000000 : Mining basic metals and related products.		
<input type="checkbox"/> 15000000 : Food beverages tobacco and related products.		
<input type="checkbox"/> 16000000 : Agricultural machinery.		



From the available list select the desired classification e.g. 4500000 Construction Work, please note it will also filter down further codes that may be applicable click to select all relevant codes. You will then need to click on the orange arrow indicated below this will add your codes to the right hand side of the screen, select the codes again and a tick will appear in the box which is now highlighted in blue and your codes have been added.

 The left panel below shows the products/services that are available. The right panel shows those that you've added. Navigate the tree on the left to browse for products/services and tick the check box next to any that are relevant. After this, use the circular right arrow button in the middle to move the selected classifications across to the right panel. If you make a mistake, you can remove classifications by ticking the check boxes next to any unwanted products/services in the right panel, then using the circular left arrow button. If you want to completely start again, use the reset button. When the right panel contains the products/services you want, you're ready to proceed to the next step.






45000000 : Construction work.

**Available**

- 45000000 : Construction work. [More...](#)
- 45100000 : Site preparation work.
- 45200000 : Works for complete or part construction and civil engineering work.
- 45300000 : Building installation work.
- 45400000 : Building completion work.
- 45500000 : Hire of construction and civil engineering machinery and equipment with operator.

**Added**

Navigation buttons:   

**Please note:** Suppliers will be sourced for contract opportunities by Procurement Officers using specific CPV (Common Procurement Vocabulary) Codes. It is essential that only CPV Codes specific to your organisation are added to your profile.

Buyer Selection – At this stage you are required to indicate which Buyer Organisation’s you would like to register with. Place a tick in the appropriate box/boxes

**Buyers** ● Incomplete

Please use the check boxes to choose which Buying Organisation(s) you're interested in doing business with. You can use the search field if you have a particular Buyer in mind.

	Title	Address	<input type="checkbox"/>
	Bristol City Council	Bristol, BS1 6EE, United Kingdom	<input type="checkbox"/>
	Caerphilly County Borough Council	Caerffili, Bargoed, CF81 8AB, UNITED KINGDOM	<input type="checkbox"/>
	Cardiff Council	Cardiff, CF10 4UW, UNITED KINGDOM	<input type="checkbox"/>
	Coillte	Co Mayo, Castlebar, IRELAND	<input type="checkbox"/>
	Denbighshire County Council	Denbighshire, Ruthin, LL15 1YN, UNITED KINGDOM	<input type="checkbox"/>
	Department for Education	Sheffield, S1 2FJ, GB	<input type="checkbox"/>
	East Midlands Strategic Commercial Unit	Nottinghamshire, Arnold, NG5 8PP, UNITED KINGDOM	<input type="checkbox"/>
	Flintshire County Council	Flintshire, Mold, CH7 6NB, United Kingdom	<input type="checkbox"/>
	PeoplePlus	Birmingham, B3 3EW, UNITED KINGDOM	<input type="checkbox"/>

**Notification Subscriptions:** This is where you can indicate the notifications via email you would like to receive. We advise all are selected to ensure you receive all relevant email notifications this can be done by clicking the select / unselect all options here.


^ Notification Subscriptions ● Incomplete

This is the full list of email notifications, and they are all **disabled** at present. To be made aware of opportunities we recommend enabling those that are most relevant to you. Ongoing changes can be made via the 'Manage Preference' option from the dropdown menu.

Select/Unselect all options here

**Notification Subscriptions**

- Notifications of new Buyer Dialogue in Contracts
- Reminders sent to Suppliers when their Documents are nearing their expiry
- Notifications of new Buyer Dialogue in Opportunities
- Notification of new Buyer Dialogue in Sourcing Requests
- Supplier notifications for amendments to RFX Request Documents
- Notifications of tender closing date changes
- e-Sourcing project participation status change notifications
- Questionnaire Completion Requests
- Notifications of being Approved/Rejected for Trading Relationships



Terms & Conditions - Read the terms and conditions of the use of this Supplier Portal and tick the box to denote you have read and understood the terms and that you agree to abide by them. If you do not agree you cannot complete the registration process.

**Once all information has been completed please click on Finish**

You will then be presented with the following Screen

This is where you sign to say you have read the terms and conditions and create a unique password for yourself.

Welcome to the Supplier Network

Please complete the registration process by confirming that the details below are correct. You will also need to agree to Terms and Use for the Supplier Network and create a new password for your account.

**Logon Information**

Username  
sophie.rolph87@gmail.com

**Create your Password**

New Password      Repeat Password

**Personal Information**

First Name	Surname	Email Address	Telephone Number
S	Rolph	sophie.rolph87@gmail.cc	014438111111

**Terms of Use**

Click [here](#) to view the Terms and Conditions, then tick the box to confirm your agreement below.

I have read and understood the Terms and Conditions for using the Supplier Network.

Click Ok  
You will then be logged into the supplier network



The image shows a dashboard for a 'Supplier Network'. On the left is a dark vertical sidebar with icons for home, search, auction, bid, registration, profile, and chat. The main header features the 'Supplier Network' logo and title. In the top right, there is a language dropdown set to 'English (United Kingdom)' and a user profile for 'S Rolph' from 'S Rolph Ltd'. The dashboard contains eight data cards:

Category	Count
Notifications	0
Opportunities	130
Orders	0
Invoices	0
Customer Relationships	0
Customer Requests	0
Auctions	0
Contracts	0



**Step 9:** Finish - Finally insert a password for the admin user and repeat it. The password **MUST** be between 6 and 50 characters in length. It must contain at least 2 number(s). Once completed select **‘Complete Registration’**

**Self Registration | Step 9 of 9**

English (United Kingdom)

**Support Services**   
Support Services

1 2 3 4 5 6 7 8 9

**Your Login Details**

**Organisation Name**

**New Password \***

**Username**

**Repeat Password \***

**Complete Registration**

The registration process is now complete and you can now view and register your interest in opportunities and administer organisation information.

The screenshot displays the 'Supplier Network' dashboard. On the left is a dark blue vertical sidebar with icons for home, search, notifications, auctions, customer relationships, and user management. The main content area features the 'Supplier Network' logo and title. In the top right, there is a language dropdown set to 'English (United Kingdom)' and a 'Support Services' link. The dashboard contains eight data cards arranged in two rows:

- Notifications: 0
- Opportunities: 6
- Orders: 0
- Invoices: 0
- Customer Relationships: 0
- Customer Requests: 0
- Auctions: 0
- Contracts: 0

### **Support Available**

In addition to the Proactis Helpdesk (via 'Contact us on the log-on screen), support is available from the E-Procurement Team, if you encounter any system related problems when attempting to respond to a request (PQQ/ITT) please contact one of the following immediately:

Natasha Ford – Supplier Relationship Officer

Tel: 01443 863075

Email: [fordn@caerphilly.gov.uk](mailto:fordn@caerphilly.gov.uk)

Jemma Ford – Supplier Relationship Officer (WHQS)

Tel: 01443 863163

Email: [fordj1@caerphilly.gov.uk](mailto:fordj1@caerphilly.gov.uk)

You can also find help and guidance from Proactis on the homepage of the supplier portal, please click on the list of options provided below.

English (United Kingdom)

**PROACTIS**  
The Spend Control Company

### Supplier Network

Username (this is usually your email address)

Password

[Haven't got a Username?](#)  
[Cannot access your account?](#)

[Sign In](#)

### Sign Up?

Don't have an account? [Register](#)

Have you been invited?

Access Code [Go](#)

[Tenders Direct](#)

[Opportunities](#)

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