

Register as a Council supplier

User guide

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Introduction

We use the Proactis Rego platform for all our open tenders and quotes.

This document provides guidance to support you to use the Proactis system.

Registration

1. [Access the Proactis – supplier network](#) - the following screen will appear:

The screenshot shows the Proactis Supplier Network login page. The page has a header with the Proactis logo and a language dropdown set to 'English (United Kingdom)'. Below the header, there are two main columns. The left column is titled 'Supplier Network' and contains a 'Username (usually your email address)' field, a 'Password' field, and a 'Sign In' button which is circled in orange. Below these fields are links for 'Haven't got a Username?' and 'Cannot access your account?'. The right column is titled 'Sign Up?' and contains a 'Don't have an account? Register' link (the 'Register' text is highlighted in yellow) and a 'Have you been invited?' section with an 'Access Code' field and a 'Go' button which is also circled in orange. On the far right, there is a vertical sidebar with 'Tenders Direct' and 'Opportunities' links. At the bottom of the page, there is a footer with links for 'FAQs', 'Cookie Policy', 'Privacy Policy', 'Legal', 'Help', and 'Contact Us'. The browser's address bar shows the URL 'https://supplierlive.proactisp2p.com/Account/Login#'. The Windows taskbar at the bottom shows the time as 14:02 on 26/03/2025.

2. Select the **Register** link on the right-hand side of the screen.
3. Select **Go**.

4. Enter and confirm your email address.

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

5. Add your address.

| 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 ▼ |

6. Add your name and telephone number and select **Register..**

| Primary Correspondence Details | |
|--------------------------------|----------------------|
| First Name * | Surname * |
| <input type="text"/> | <input type="text"/> |
| Telephone Number * | |
| <input type="text"/> | |

You'll see the following screen:

Thank you

Your registration is being processed.

1. An activation email has been sent to the email address of your primary contact.
2. Click on the link contained within the email to activate your account.

[Home](#)

7. Go to your email inbox (for Microsoft 365 also check 'Other' inbox) for an email from noreply@proactis.com.

8. The email will contain the following text:

You have been sent this email because your Organisation has requested to be registered on the Supplier Network website.

You must use the link below to activate your account within 7 days from the time that you submitted your Registration Request.

The details entered were:

Organisation Name: SteffyG Ltd 2

Primary Contact Name: Stefanie Seff

Username: stefyg100@gmail.com

Temporary Password: |

Supplier Network website URL: <https://SupplierLive.ProactisP2P.com/>

9. Select the **Supplier Network website** link in the email – it will take you to the log in screen.

10. Enter your **Username** and temporary password. You'll be asked to change the password later.

You'll see the following self-registration screens, which you need to complete. Fields with a red Asterix are mandatory.

11. Enter your organisation and user details

| | |
|----------------------|----------|
| Organisation Details | Complete |
| Addresses and Users | Complete |

Product classifications help identify the services and goods you provide. You'll receive notifications of opportunities with these classifications.

12. Type a description of your business into the field to bring up relevant classifications, for example, 'business consultancy'.

| | |
|-------------------------|----------|
| Product Classifications | Complete |
|-------------------------|----------|

13. From the options that appear, choose the ones most relevant to your business by selecting the arrow button to add them.

Available

- ☐ 72000000 : IT services: consulting, software development, Internet and support [More...](#)
- ☐ 72200000 : Software programming and consultancy services [More...](#)
- ☐ 72220000 : Systems and technical consultancy services [More...](#)
- ☒ 72221000 : Business analysis consultancy services

Added

- ☒ 72221000 : Business analysis consultancy services

The 'Buyers' section is optional.

▼ Buyers

● Complete

14. Choose the email notifications you want to receive.

We recommend you select all options to start with. You can change these settings at any time.

☐ Notification of new Buyer Dialogue on an Assessment
☐ Notification of being assigned to Issue for an Assessment
☐ Notification of Update to an Issue for Assessment
☐ 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 tenders due to end soon.
☐ Notifications of tender closing date changes
☐ e-Sourcing project participation status change notifications
☐ New KPI Request
☐ Questionnaire Completion Requests
☐ Notifications of being Approved/Rejected for Trading Relationships
☐ Notifications of being Suspended/Reinstated by Buyers for specific Trading Relationships
☐ Notifications of being Suspended/Reinstated by Buyers


☐ Email of an available Invoice/Credit
☐ Summary Email of recent available Invoices and Credits
☐ Email of an available Order
☐ Summary Email of recent available Orders

15. Select **Save**.

16. Select **Finish**.

The welcome screen will appear.

17. Change your password from the temporary one to something more secure and memorable.

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 steffyg100@gmail.com | Create your Password ⓘ New Password Repeat Password ***** |
|--|---|

| | | | |
|-------------------------------|---------|----------------------|------------------|
| Personal Information ⓘ | | | |
| First Name | Surname | Email Address | Telephone Number |
| Stefanie | Seff | steffyg100@gmail.com | 07526187901 |

| |
|--|
| Terms of Use Click here to view the Terms and Conditions, then tick the box to confirm your agreement below. <input type="checkbox"/> I have read and understood the Terms and Conditions for using the Supplier Network. |
|--|

18. Check the Terms of Use box to confirm before you can proceed.

| |
|---|
| Terms of Use Click here to view the Terms and Conditions, then tick the box to confirm your agreement below. <input checked="" type="checkbox"/> I have read and understood the Terms and Conditions for using the Supplier Network. |
|---|

After you register

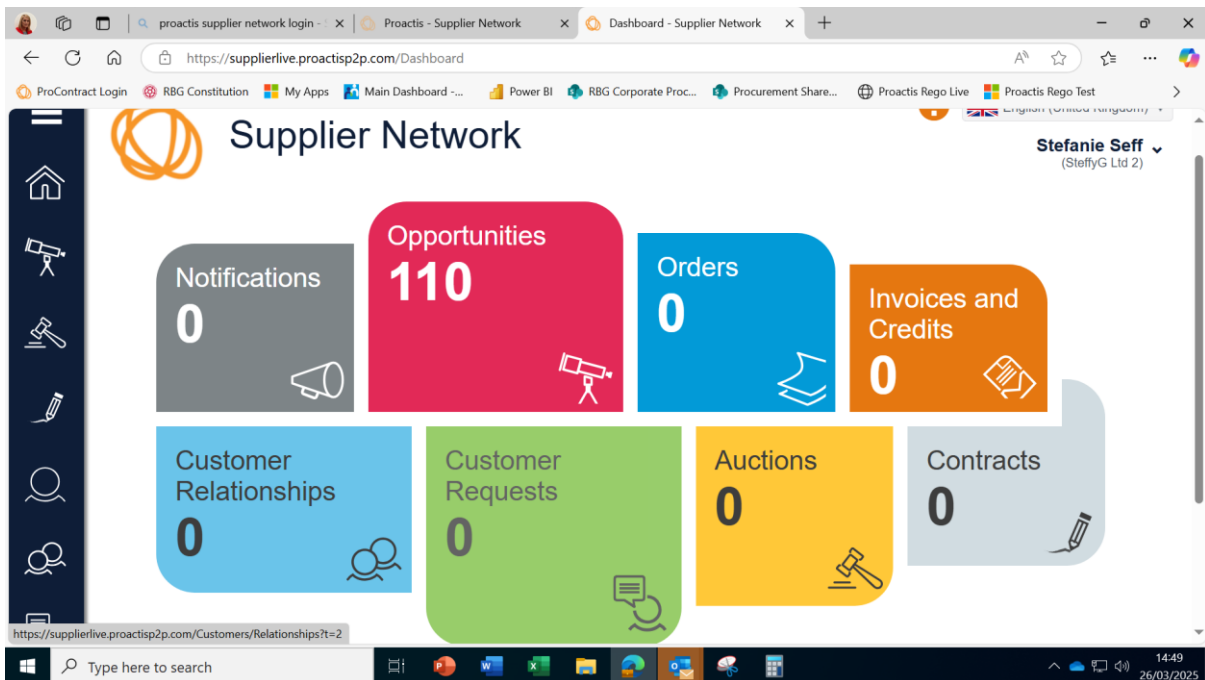
You're now registered on the Supplier Network website.

This means you can view open tenders for all the authorities who use Proactis Rego.

Registered authorities may ask further questions when engaging with you further. This includes if you're directly invited to submit a quote, or when you're awarded a contract.

Finding opportunities

1. Log in to the Proactis system.
2. View the Supplier Network page.



3. Select the red **Opportunities**.
You'll see a list of current opportunities.
4. Type Greenwich into the **Search by customer** field to show only our opportunities.
Search for opportunities from other contracting authorities in the same way.

Search by customer reference, title or customer name...

5. To view a specific opportunity, select the arrow under the **Show me column**

Your Opportunities

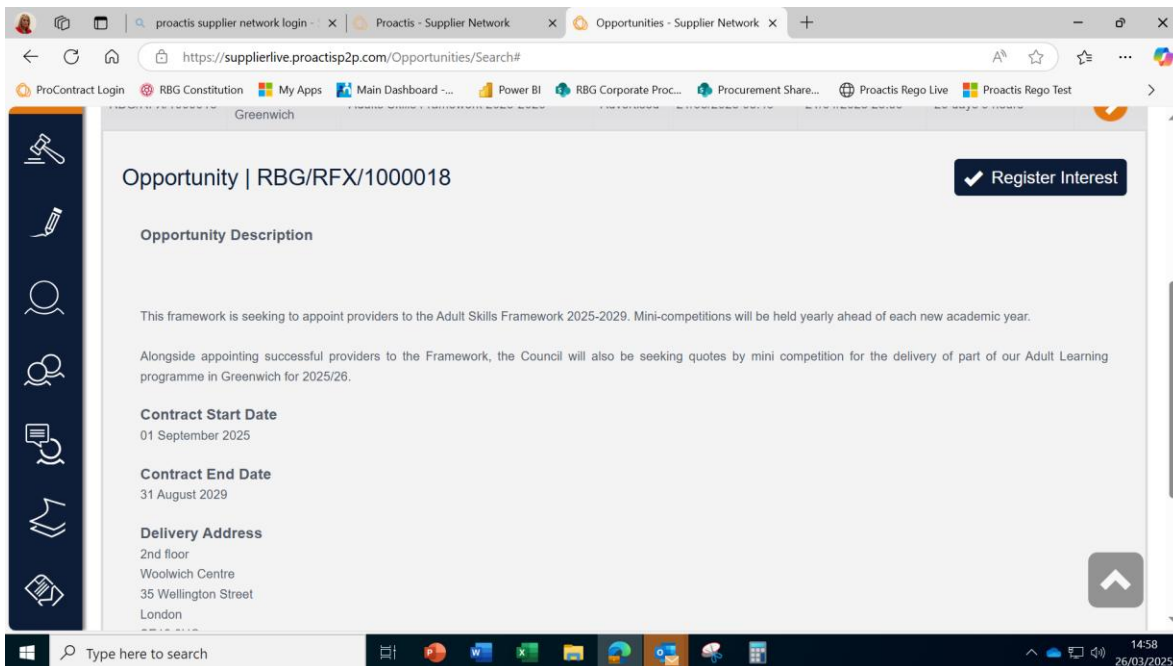
English (United Kingdom)

From here you can review the requests that have been sent to you by customers and create responses.

Greenwich

| Reference | Customer Name | Title | Type | Published Date | Closing Date | Time Remaining | Show Me |
|-----------------|----------------------------|---|------------|------------------|------------------|-----------------|--|
| RBG/RFX/1000010 | Royal Borough of Greenwich | Servicing, Testing, Maintenance and Repair of Communal Fire Detection and Fire Fighting E | Advertised | 21/02/2025 15:52 | 31/03/2025 16:00 | 5 days 1 hour | <input type="button" value="Show Me"/> |
| RBG/RFX/1000018 | Royal Borough of Greenwich | Adults Skills Framework 2025-2029 | Advertised | 21/03/2025 08:49 | 21/04/2025 23:59 | 26 days 9 hours | <input type="button" value="Show Me"/> |

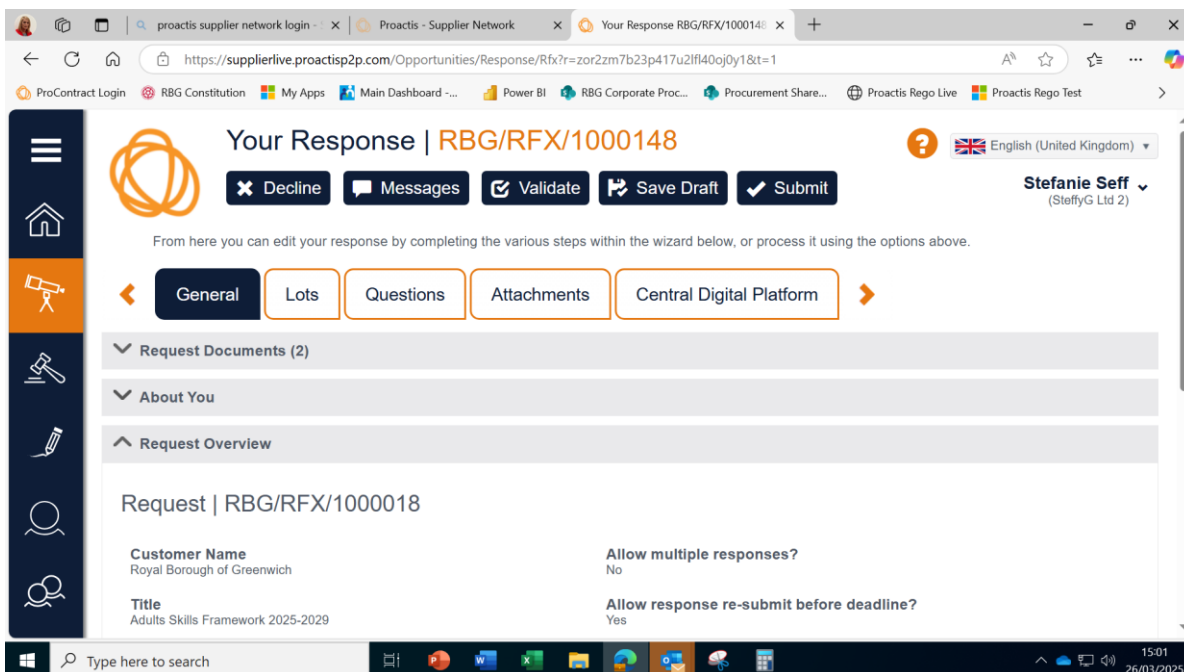
6. To see further details, select the **Register Interest** button.



7. In the Response screen, use the different tabs to:

- download documents
- answer questions
- provide pricing
- submit your response

The messages button is available if you have any questions about the opportunity.



More guidance

1. For more help with using the system, select the **Messages** tab.