Register as a Council supplier
User guide

Contents

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:

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 *

5. Add your address.

Organisation Details

Organisation Name *

Property Name/Number *

Address 1 *

Address 2

Town *

County

Postcode *

Country *

UNITED KINGDOM ▼

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

Primary Correspondence Details

First Name *

Surname *

Telephone Number *

✔ Register   ✖ Cancel

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: steffyg100@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.

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.

☐ 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.

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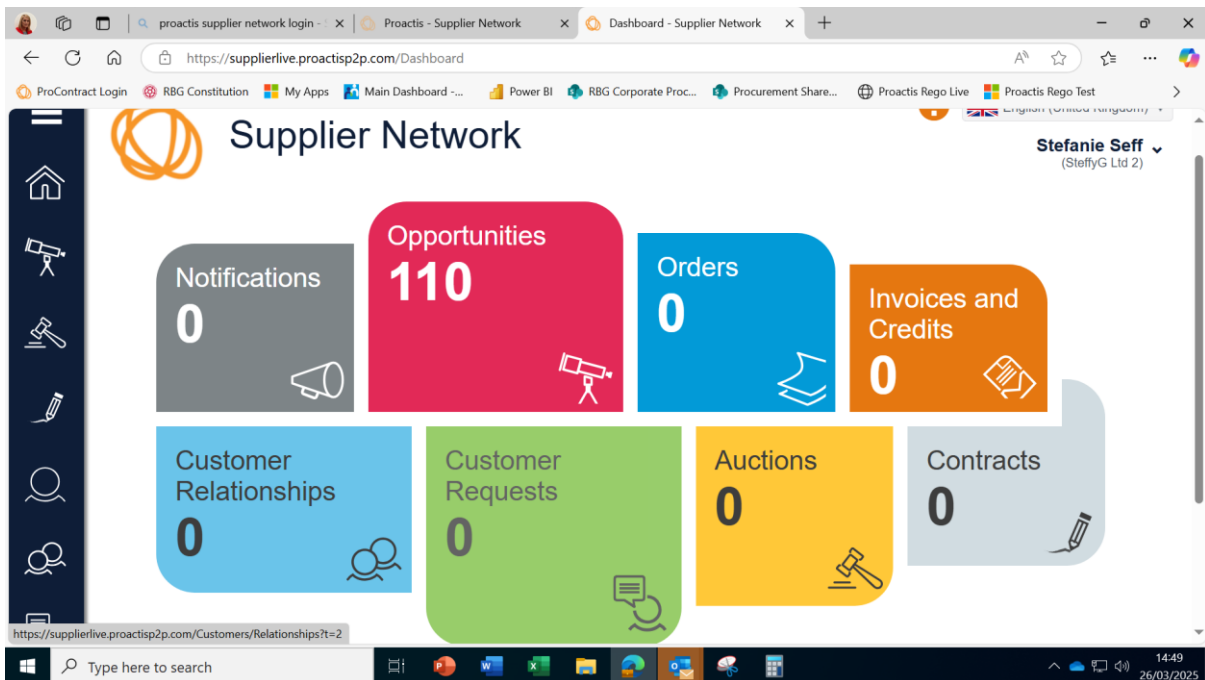
3. Select the red **Opportunities**.
   You'll see a list of current opportunities.
4. Type Greenwich into the **Search by customer** field to show only our opportunities.
   Search for opportunities from other contracting authorities in the same way.

5. To view a specific opportunity, select the arrow under the **Show me column**
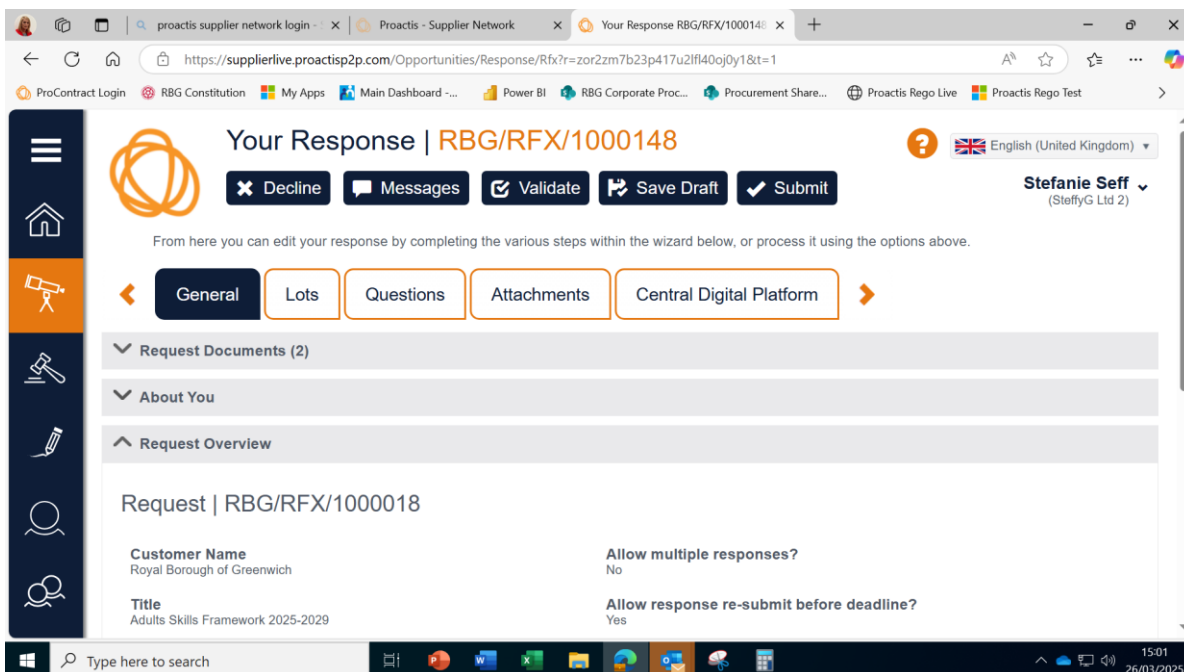
6. To see further details, select the **Register Interest** button.
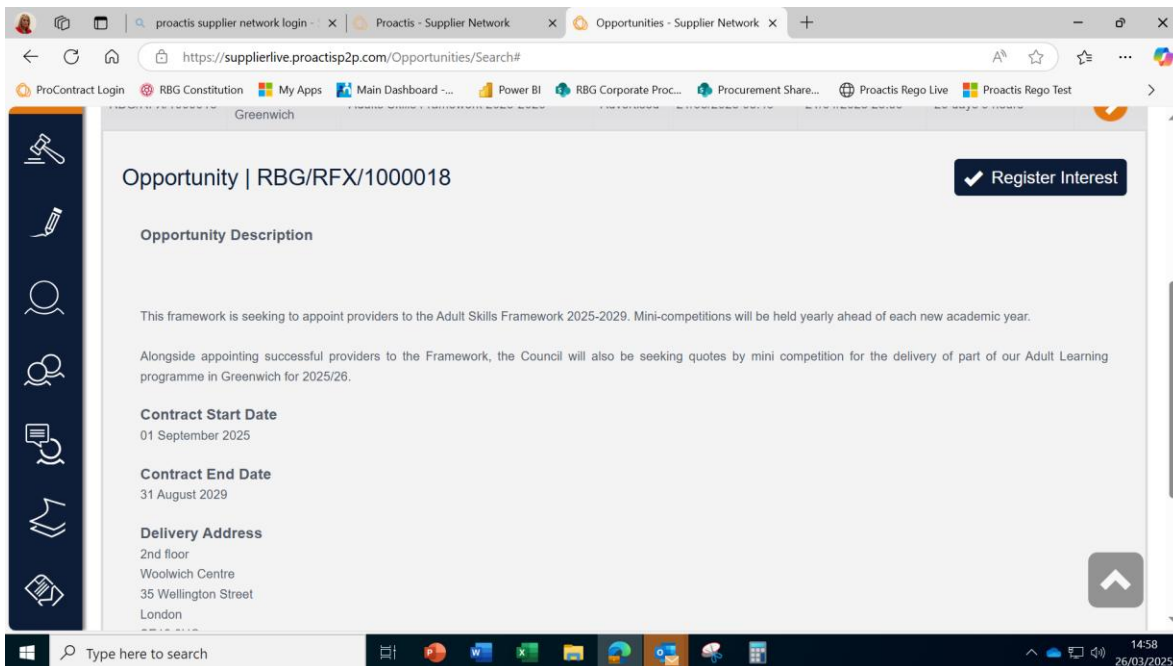
7. In the Response screen, use the different tabs to:
   - download documents
   - answer questions
   - provide pricing
   - submit your response

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.