



PROACTIS: **Supplier User Guide**

Registering an interest in a tender opportunity

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This manual is intended for all potential and existing Supplier Network users

Instructions are provided on how to register an interest in a tender opportunity

Please familiarise yourself with the manual prior to registering an interest in a tender opportunity

Why PROACTIS

- The PROACTIS Supplier Network is very easy to use.
- You can self register and maintain your own data, downloaded documents
- Submit tender responses electronically 24 hours a day, 7 days a week.
- Tenders lodged electronically do not incur postage or courier costs
- You receive automatic confirmation that your response has been received.
- You can search the database for awarded contracts as a means of identifying potential business leads.

On the Supplier Network you are able to;

- Search for sales opportunities
- Create relationships with customers
- Register an interest in opportunities
- Respond to opportunities online
- Create electronic invoices and get paid more quickly
- Communicate with your customers online

Why Register an interest?

Tender opportunities can either be;

1) Advertised on the Supplier Network allowing all suppliers to 'Register an interest' and then respond

OR

2) Directly emailed to suppliers who can then respond

This manual contains details on how to register an interest in a tender if you have not received an email inviting you to the opportunity

Registering an interest in an opportunity

Copy / type the link into your internet browser

<https://www.proactisplaza.com/SupplierPortal/>

To enter the PROACTIS Supplier Portal

Feel free to view
Public
Opportunities



The screenshot shows the login interface for the coillte Supplier Portal. On the left, there is a 'Sign In' section with input fields for 'Organisation ID', 'Login Name', and 'Password'. Below these fields are a blue 'Sign In' button and a link for 'Forgotten login details?'. Further down, there is a link for 'Don't have an account? Sign up' and a section for 'Have you been invited?' with an 'Access Code' input field and a blue 'Go' button. The main area features the coillte logo and a large graphic of various colored arrows pointing right. A white callout box with a blue border points to a blue arrow labeled 'View Opportunities'. At the bottom, there is a footer with links for 'FAQs', 'Cookie Policy', 'Legal', 'Help', and 'Contact Us', and a logo for 'Powered by PROACTIS The Spend Control Company'.

Sign In

Organisation ID

Login Name

Password

Sign In [Forgotten login details?](#)

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

Have you been invited?

Access Code

Go

coillte

View Opportunities

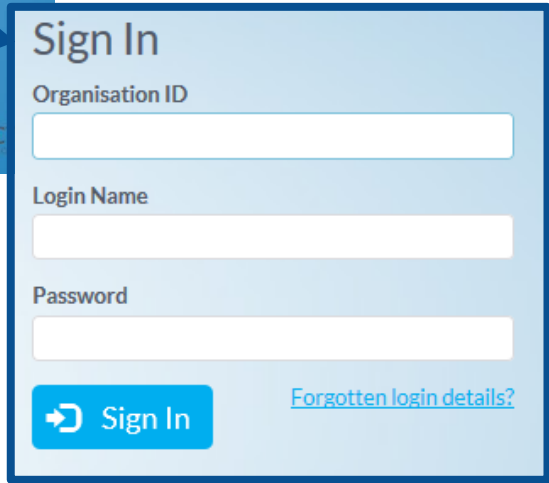
Powered by **PROACTIS**
The Spend Control Company

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

Registering an interest in an opportunity

Step One: Sign In

Step One requires you to sign into the Supplier Portal



Registering an interest in an opportunity

Step One: Enter 'Opportunities'

Click Opportunities to view all Opportunities available to you

The screenshot shows the 'coillte Your Portal' dashboard. On the left is a dark blue sidebar with icons for home, search, and other functions. The main area contains several colored tiles representing different metrics:

- Notifications: 6 (grey tile)
- Opportunities: 1 (red tile, highlighted with a blue border and a callout box)
- Auctions: 0 (blue tile)
- Contracts: 1 (orange tile)
- Customer Relationships: 0 (light blue tile)
- Customer Requests: 0 (green tile)
- Orders: 0 (yellow tile)
- Invoices: 0 (light grey tile)

On the right side, there is a user profile for 'Sally Adams' from 'AquaPoint Ltd' with options for 'Hi, Sally!', 'Your Business', 'Your Transactions', 'Change Password', and 'Sign out'.

Registering an interest in an opportunity PROACTIS

The Spend Control Company

Step Two A: If the opportunity is displayed



Click 'Show' Me on the tender Opportunity that is of interest to you



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

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

Search Filters

Reference	Customer Name	Title	Type	Closing Date	Time Remaining	Show Me
20054/T	Acme PLC	FAQ	Advertised	15/12/2014 00:00	3 days 12 hours	
10081/R	Acme PLC	Phil Entity Test	Private	17/12/2014 12:00	6 days 0 hours	

Sally Adams
AquaPoint Ltd

i Opportunities are displayed including information such as the Customer, Type of Opportunity, Closing date, Time remaining and Opportunity title

i Opportunities can be sorted on Columns by clicking on the column title

Registering an interest in an opportunity

Step Two B: If the opportunity is not displayed

Enter a key search word and then click 'Search'

Click 'Filter' and enter parameters to search, then click 'Search'

Use the search and/or Filter function to find the opportunity.

coillce Your Opportunities

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

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

Search Filters

Sally Adams
AquaPoint Ltd

Closing Date From
Announcement Type
Response Status
Registered Interest?
Include Elapsed?

Reference	Customer Name	Title	Type	Closing Date	Time Remaining	Show Me
	Acme PLC	FAQ	Advertised	15/12/2014 00:00	3 days 12 hours	➔
	Acme PLC	Phil Entity Test	Private	17/12/2014 12:00	6 days 0 hours	➔

Opportunities are displayed including information such as the Customer, Type of Opportunity, Closing date, Time remaining and Opportunity title

Click 'Show Me' on the tender Opportunity that is of interest to you

Registering an interest in an opportunity

Step Three: Register an Interest



Sally Adams
AquaPoint Ltd

Click 'Register Interest'

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

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

Search Filters

Reference	Customer Name	Title	Type	Closing Date	Time Remaining	Show Me
20054/T	Acme PLC	FAQ	Advertised	15/12/2014 00:00	3 days 8 hours	

Register Interest

Opportunity | 20054/T

Description
invitation to tender for Professional Services

Contract Start Date
-

Contract End Date
-

Delivery Address
Acme Plc
Riverview Court
Castle Gate
Wetherby
North Yorkshire
LS22 6LE
UNITED KINGDOM

Purchasing Contact
Steve Adams
0800 876 8954
buyer@salesvm.com

i The opportunity details are displayed including the Description, Contract Dates and contact details

Registering an interest in an opportunity

Step Four: Notification received

Registration is displayed on screen



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

Sally Adams
Information quaPoint Ltd
Your interest has been registered successfully

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

Search Filters

Closing Date From

Response Status

Any

Include Elapsed?

Announcement Type

Any

Registered Interest?

Any

Reference	Customer Name	Title	Type	Closing Date	Time Remaining	Show Me
20054/T	Acme PLC	FAQ	Advertised	15/12/2014 00:00	3 days 12 hours	
10081/R	Acme PLC	Phil Entity Test	Private	17/12/2014 12:00	6 days 0 hours	

Registering an interest in an opportunity

How do I reply to the Opportunity?

Please view the 'Responding to a tender opportunity manual'



- Registering on the Supplier Portal (Invited by Customer)
- Registering on the Supplier Portal (Self Registration)
- Changing my Organisation details
- Registering an interest in a tender opportunity
- Responding to a tender opportunity
- Locating / Amending a tender opportunity response
- Invoice Management
- Contract Management
- Password Management (Forgot or Amend)
- Frequently Asked Questions (FAQs)