



# **PROACTIS:** **Supplier User Guide**

Changing my organisation details

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- Introduction
- Why PROACTIS
- Changing my Organisation details
- PROACTIS Supplier Manuals

This manual is intended for all existing Supplier Network Users

Instructions are provided on how to change organisation details

Please familiarise yourself with the manual prior to amending organisation details

# Why PROACTIS

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- 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

# Changing my organisation details

Copy / type the link into your internet browser

<https://www.proactisplaza.com/SupplierPortal/?CID=coillte>

To enter the PROACTIS Supplier Portal

Feel free to view  
Public  
Opportunities



Sign In

Organisation ID

Login Name

Password

[Forgotten login details?](#)

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

Have you been invited?

Access Code

[View Opportunities](#)

**coillte**

Powered by **PROACTIS**  
The Spend Control Company

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

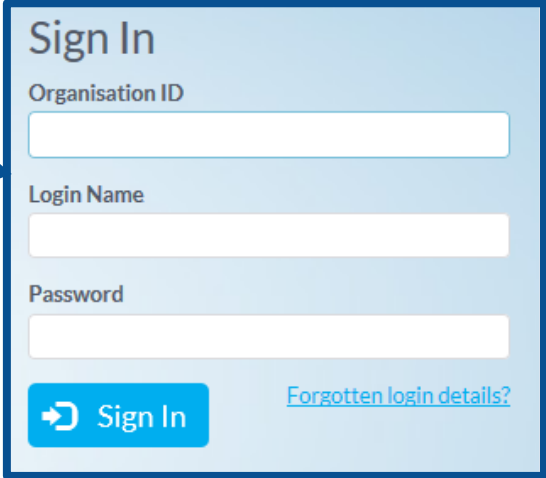
# Changing my organisation details

## Step One: Sign In

Step One requires you to sign into the Supplier Portal



The screenshot shows the coillte sign-in page. On the left, there is a 'Sign In' form with fields for 'Organisation ID', 'Login Name', and 'Password'. Below these fields is a blue 'Sign In' button and a link for 'Forgotten login details?'. Below the form, there are links for 'Don't have an account? Sign up' and 'Have you been invited? Access Code' with a 'Go' button. The main content area features the coillte logo, a 'View Opportunities' button, and a graphic of several colorful arrows pointing in various directions. At the bottom, there are links for 'FAQs', 'Cookie Policy', 'Legal', 'Help', and 'Contact Us', along with the text 'Powered by PROACTIS'.



This is a zoomed-in view of the sign-in form. It contains the following elements:

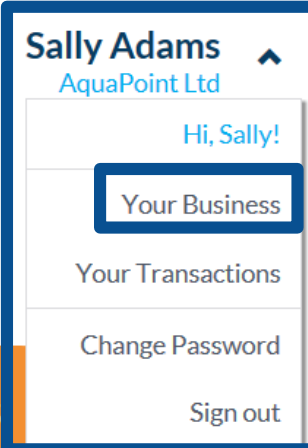
- Sign In** (Section Header)
- Organisation ID** (Text label above a text input field)
- Login Name** (Text label above a text input field)
- Password** (Text label above a text input field)
- Sign In** (Blue button with a right-pointing arrow icon)
- [Forgotten login details?](#) (Link)

# Changing my organisation details

Step Two: Select 'Your Business' from the drop down



Notifications 6	Opportunities 3	Auctions 0	Contracts 1
Customer Relationships 0	Customer Requests 0	Orders 0	Invoices 0



**Sally Adams** ^  
AquaPoint Ltd

Hi, Sally!

**Your Business**

Your Transactions

Change Password

Sign out



# Changing my organisation details

## Step Three: Review / Amend Details

Step Three requires you to Navigate through the options to amend the required details



Your Business

 Save

- < About You
- Your Addresses
- Your Users
- What You Sell
- CIS Information
- Your Preferences
- >

### Organisation Details

Organisation ID \*

Organisation Name \*

Registration Number ⓘ

Not Applicable

VAT Number ⓘ

Not Applicable

DUNS Number ⓘ

Not Applicable

Organisation Type \* ⓘ

- Public Company
- Limited Liability Company
- Partnership
- Sole Trader
- Limited Liability Partnership
- Government Body
- Third Sector

# About you

About You

Amend /  
Review your  
organisation  
details here



Your Business

Save



About You

Your Addresses

Your Users

What You Sell



## Organisation Details

Organisation ID \*

AQUA

Organisation Name \*

AquaPoint Ltd

Registration Number ⓘ

Not Applicable

VAT Number ⓘ

789405776

Not Applicable

DUNS Number ⓘ

Not Applicable

Organisation Type \* ⓘ

Public Company

Limited Liability Company

Partnership

Sole Trader

Limited Liability Partnership

Government Body

Third Party



Fields depicting a '\*'  
are mandatory and  
must be complete

# Your Addresses

Your Addresses


coillte Your Business  
Save

About You Your Addresses Your Users What You Sell

Amend /  
Review your  
organisation  
Address(es)  
here

Sally Adams  
AquaPoint Ltd

## Address Details

Address	Enabled	Action
The Water Centre, York Road Business Park, Malton, YO17 6YD, UNITED KINGDOM	<input checked="" type="checkbox"/>	

+ Add Address

Click the Pencil icon to amend the General (Registered Company Address

Address Details

Address Contact Details Address Types

Property Name/Number \*  
The Water Centre

Town \*  
Malton

Address 1 \*  
York Road Business Park

County \*

Address 2 \*

Postcode \*  
YO17 6YD

Address 3

Country  
UNITED KINGDOM

Address 4

Active?

Save Cancel

Addresses can be added here

Address Details

Address Contact Details Address Types

Property Name/Number \*

Town \*

Address 1 \*

County \*

Address 2 \*

Postcode \*

Address 3

Country  
UNITED KINGDOM

Address 4

Save Cancel

# Your Users

Your Users

coillce Your Business

Save

Amend / Review your organisation User(s) here

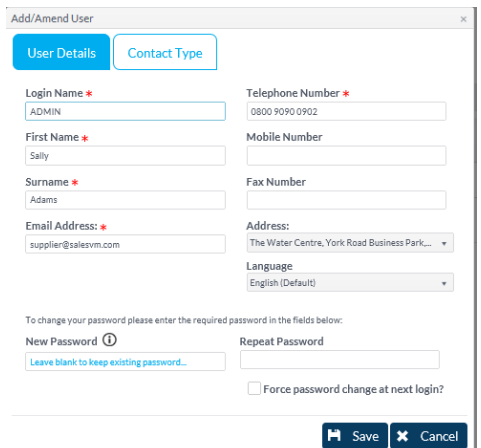
Sally Adams  
AquaPoint Ltd

- About You
- Your Addresses
- Your Users
- What You Sell

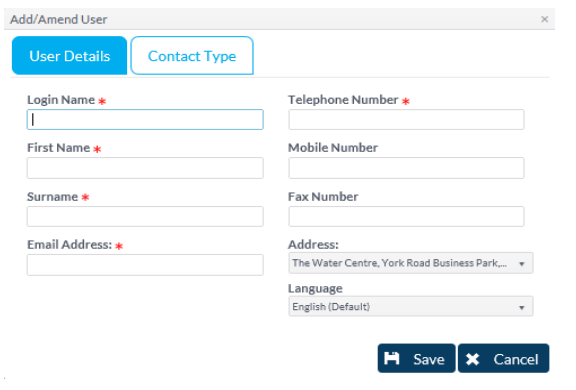
Login Name	Full Name	Email Address	General Contact	e-Procurement Contact	Sales Contact	Payment Contact	Action
ADMIN	Sally Adams	supplier@salesvm.com	✓	✓	✓	✓	

[+ Add User](#)

Click the Pencil Icon to Amend / Review your Organisation User(s) here



Users can be added here



# What You Sell

## What You Sell



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

Available

- 01000000 : Agricultural, horticultural, hunting and related products.
- 02000000 : Forestry and logging products.
- 05000000 : Fish, fishing products and other by-products of the fishing industry.
- 10000000 : Coal, lignite, peat and other coal-related products.
- 11000000 : Petroleum, natural gas, oil and associated products.
- 12000000 : Uranium and thorium ores.
- 13000000 : Metal ores.
- 14000000 : Mining, quarrying and other associated products.

Added

- 31141000 : Water coolers.
- 01000000 : Agricultural, horticultural, hunting and related products.

Product / service classifications can be added / amended here



CPV codes are designed to help procurement personnel to classify their contracts consistently and correctly and to help suppliers find the notices which are of interest to them by using a standardised vocabulary.

Selections can be made / amended using the arrows



You **MUST** select at least one Product Classification. The information will be used to match you to relevant Opportunities therefore try to be as accurate as you can when selecting Product Classifications.

# Save



Your Business

 Save

Click Save



About You

Your Addresses

Your Users

What You Sell



Notification of the save is displayed on screen



Save successful

Sally Adams  
AquaPoint Ltd

- 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)