



PROACTIS: Supplier User Guide

Locating / Amending a tender response

- Introduction
- Why PROACTIS
- Locating / Amending a Tender Opportunity response
- PROACTIS Supplier Manuals

This manual is intended for all existing Supplier Network users

Instructions are provided on how to locate, review and/or amend a previously submitted Opportunity.

Instructions are also provided on how to submit a new response to an 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

Locating / Amending a tender response

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

 Sign In [Forgotten login details?](#)

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

Have you been invited?

Access Code

 Go



 View Opportunities

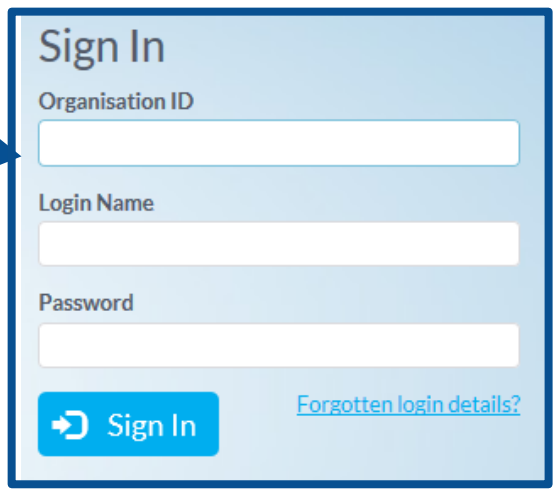
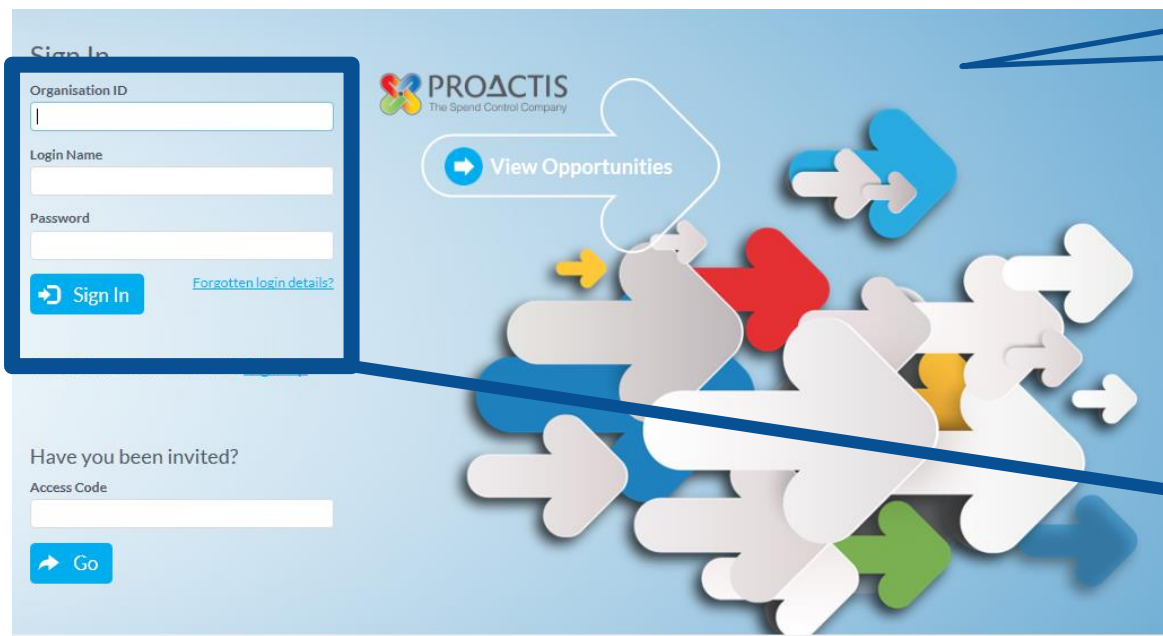
Powered by  **PROACTIS**
The Spend Control Company

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Locating / Amending a tender response

Step One: Sign In

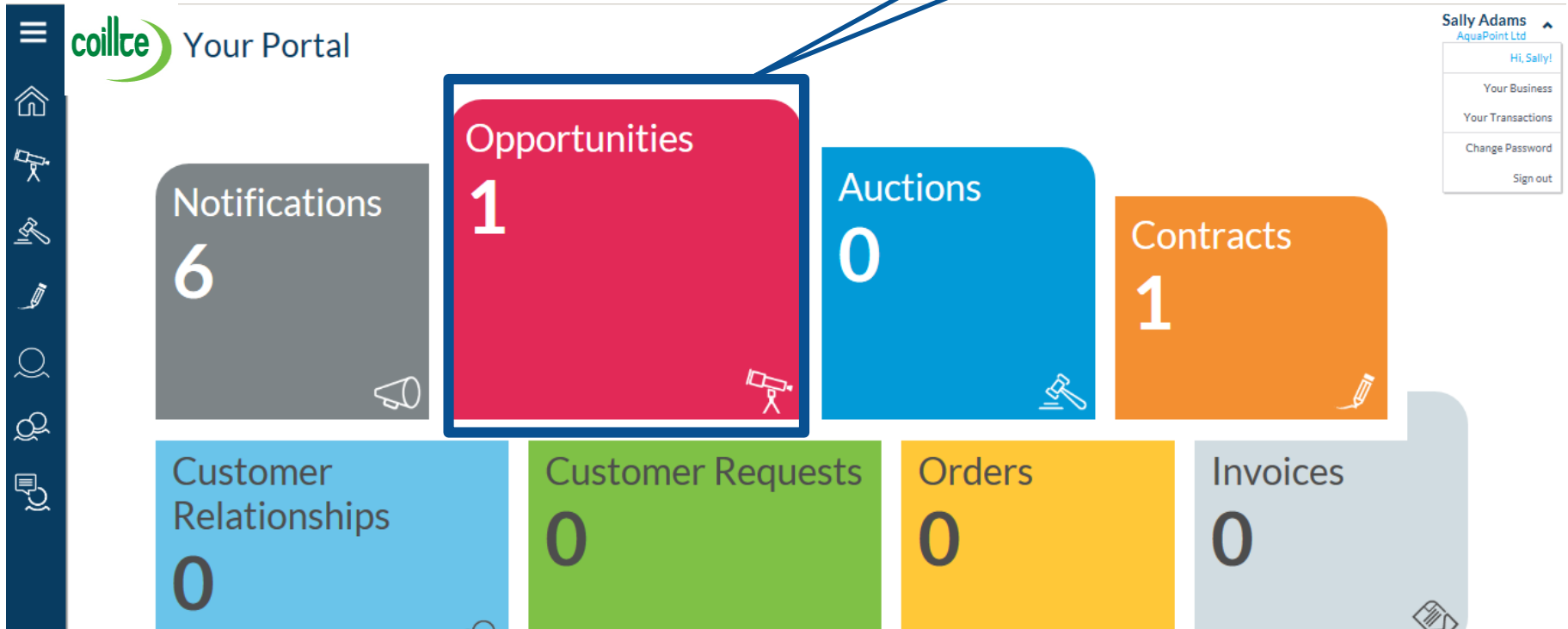
Step One requires you to sign into the Supplier Portal



Locating / Amending a tender response

Step Two: Enter 'Opportunities'

Click Opportunities to view all Opportunities available to you



The screenshot shows the 'coillce Your Portal' interface. A vertical sidebar on the left contains navigation icons. The main area features a grid of tiles with the following data:

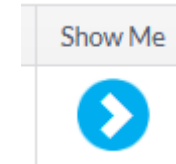
Category	Count
Notifications	6
Opportunities	1
Auctions	0
Contracts	1
Customer Relationships	0
Customer Requests	0
Orders	0
Invoices	0

The 'Opportunities' tile is highlighted with a blue border and a callout box. The top right corner shows the user profile for Sally Adams at AquaPoint Ltd, with options for 'Hi, Sally!', 'Your Business', 'Your Transactions', 'Change Password', and 'Sign out'.

Locating / Amending a tender response

Step Three A: If the opportunity is displayed

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





Sally Adams
AquaPoint Ltd

 Your Opportunities

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	



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


Locating / Amending a tender response

Step Three 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.

 Your Opportunities

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

Sally Adams
AquaPoint Ltd

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

 Search  Filters



Closing Date From

Response Status

Include Elapsed?

Announcement Type

Registered Interest?

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	

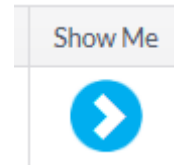


Opportunities are displayed including information such as the Customer, Type of Opportunity, Closing date, Time remaining and Opportunity title


Locating / Amending a tender response

Step Four: Open the Opportunity

Once the tender opportunity is displayed click 'Show Me'



Sally Adams
AquaPoint Ltd






Your Opportunities

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
10081/R	Acme PLC	Phil Entity Test	Private	17/12/2014 12:00	5 days 19 hours	
20054/T	Acme PLC	FAQ	Private	18/12/2014 12:00	6 days 19 hours	



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

Step Five: View the Response details

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
10081/R	Acme PLC	Phil Entity Test	Private	17/12/2014 12:00	5 days 19 hours	
20054/T	Acme PLC	FAQ	Private	18/12/2014 12:00	6 days 19 hours	

Opportunity | 20054/T + New Response


Your Responses				
Reference	Created Date	Value	Status	Go to Response
20056/T	11/12/2014 12:37	-	Not Submitted	

Two Key Options exist..

1. Create a new response

OR

2. View and/or Amend a current response

 The response details are displayed at the bottom of the screen

Create a new response

Option One A: Create a response

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
10081/R	Acme PLC	Phil Entity Test	Private	17/12/2014 12:00	5 days 19 hours	
20054/T	Acme PLC	FAQ	Private	18/12/2014 12:00	6 days 19 hours	

Opportunity | 20054/T + New Response

Your Responses

Reference	Created Date	Value	Status	Go to Response
20056/T	11/12/2014 12:37	-	Not Submitted	

Click to add a New Response

+ New Response

Create a new response

Option One B: Start creating a new response



Your Response | 20057/T

Decline Messages Validate Save Submit

From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.

General Questions Attachments

About You

Use this text area to provide more information about yourself

Request Overview

Request | 20054/T

Customer Name
Acme PLC

Title
FAQ

Description
FAQ

Allow multiple responses?
Yes

Allow response re-submit before deadline?
No

Delivery Date
10 January 2015

Delivery Address

Navigate through the response sections to create your response

Create messages to your customers using the 'Message' button

Validate and Save the response using the options

The 'Tender; request is displayed at the bottom of the screen


View and/or amend a current response

Option Two A: Go to the response

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...

Q Search ▼ Filters

Reference	Customer Name	Title	Type	Closing Date	Time Remaining	Show Me
10081/R	Acme PLC	Phil Entity Test	Private	17/12/2014 12:00	5 days 19 hours	
20054/T	Acme PLC	FAQ	Private	18/12/2014 12:00	6 days 19 hours	

Opportunity | 20054/T + New Response

Your Responses					
Reference	Created Date	Value	Status		Go to Response
20056/T	11/12/2014 12:37	-	Not Submitted		

Click to 'Go to Response'

Go to Response



View and/or amend a current response

Option Two B: View or Amend the response



Your Response | 20057/T

From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.

About You

Use this text area to provide more information about yourself

Request Overview

Request | 20054/T

Customer Name
Acme PLC

Title
FAQ

Description
FAQ

Allow multiple responses?
Yes

Allow response re-submit before deadline?
No

Delivery Date
10 January 2015

Delivery Address

Navigate through the response sections to View your response. Amend sections / Questions or prices as required

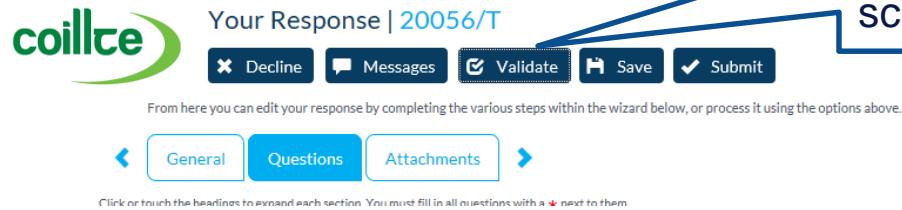
Create messages to your customers using the 'Message' button

The 'Tender; request is displayed at the bottom of the screen

View and/or amend a current response PROACTIS The Spend Control Company

Option Two C: If amendments are made please ensure you Validate and Save

Click
'Validate' at
the top of the
screen

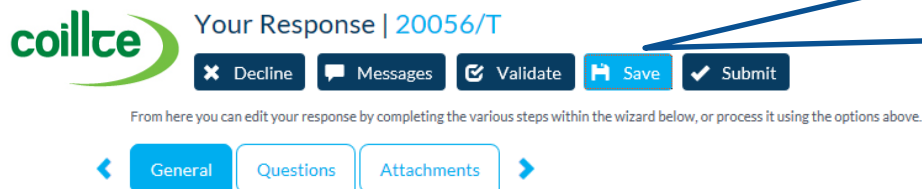


The screenshot shows the 'coillte' logo on the left. The main heading is 'Your Response | 20056/T'. Below this is a row of five buttons: 'Decline' (with an 'x' icon), 'Messages' (with a speech bubble icon), 'Validate' (with a checkmark icon), 'Save' (with a floppy disk icon), and 'Submit' (with a checkmark icon). Below the buttons is the text: 'From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.' Underneath is a navigation bar with three tabs: 'General', 'Questions', and 'Attachments'. Below the navigation bar is the text: 'Click or touch the headlines to expand each section. You must fill in all questions with a ▼ next to them.'

Sally Adams
AquaPoint Ltd
OK, response is valid!

Notification
is displayed
on screen

Click 'Save'
at the top of
the screen



The screenshot shows the 'coillte' logo on the left. The main heading is 'Your Response | 20056/T'. Below this is a row of five buttons: 'Decline' (with an 'x' icon), 'Messages' (with a speech bubble icon), 'Validate' (with a checkmark icon), 'Save' (with a floppy disk icon), and 'Submit' (with a checkmark icon). Below the buttons is the text: 'From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.' Underneath is a navigation bar with three tabs: 'General', 'Questions', and 'Attachments'. Below the navigation bar is the text: 'Click or touch the headlines to expand each section. You must fill in all questions with a ▼ next to them.'

Sally Adams
AquaPoint Ltd
OK, saved for later!

View and/or amend a current response

Option Two D: Ensure you Resubmit the response

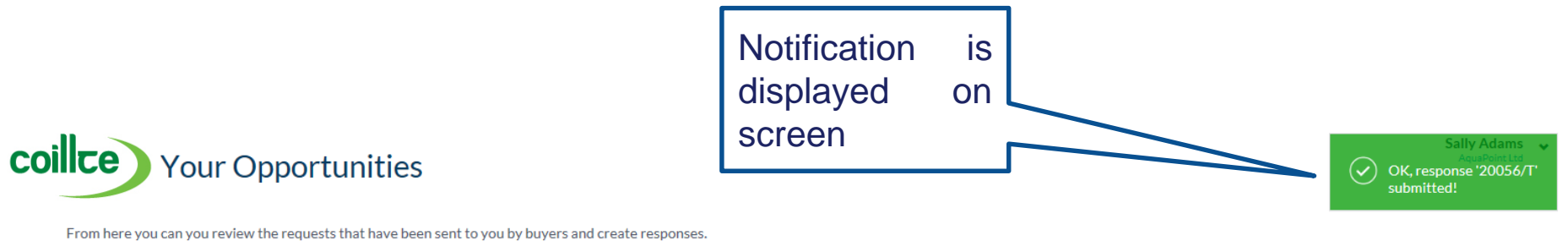


coillce Your Response | 20056/T

Decline Messages Validate Save **Submit**

From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.

Click 'Submit' at the top of the screen



coillce Your Opportunities



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

Notification is displayed on screen

Sally Adams
AquaPoint Ltd
OK, response '20056/T' submitted!

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

Search Filters

Reference	Customer Name	Title	Type	Closing Date	Time Remaining	Show Me
10081/R	Acme PLC	Phil Entity Test	Private	17/12/2014 12:00	5 days 19 hours	
20054/T	Acme PLC	FAQ	Private	18/12/2014 12:00	6 days 19 hours	

- 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)