



PROACTIS: **Supplier User Guide**

Password Management

- Introduction
- Why PROACTIS
- Password Management
 - I have forgot my password
 - How to amend my current password
- PROACTIS Supplier Manuals

This manual is intended for all existing Supplier Network users

Instructions are provided on what do to if you have forgot your password and also on how to amend your current password

Please familiarise yourself with the manual prior to amending passwords

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

I have forgot my password

6 easy steps to reset

I have forgot my password

Step One: Open the Supplier Portal

Copy / type the link into your internet browse

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

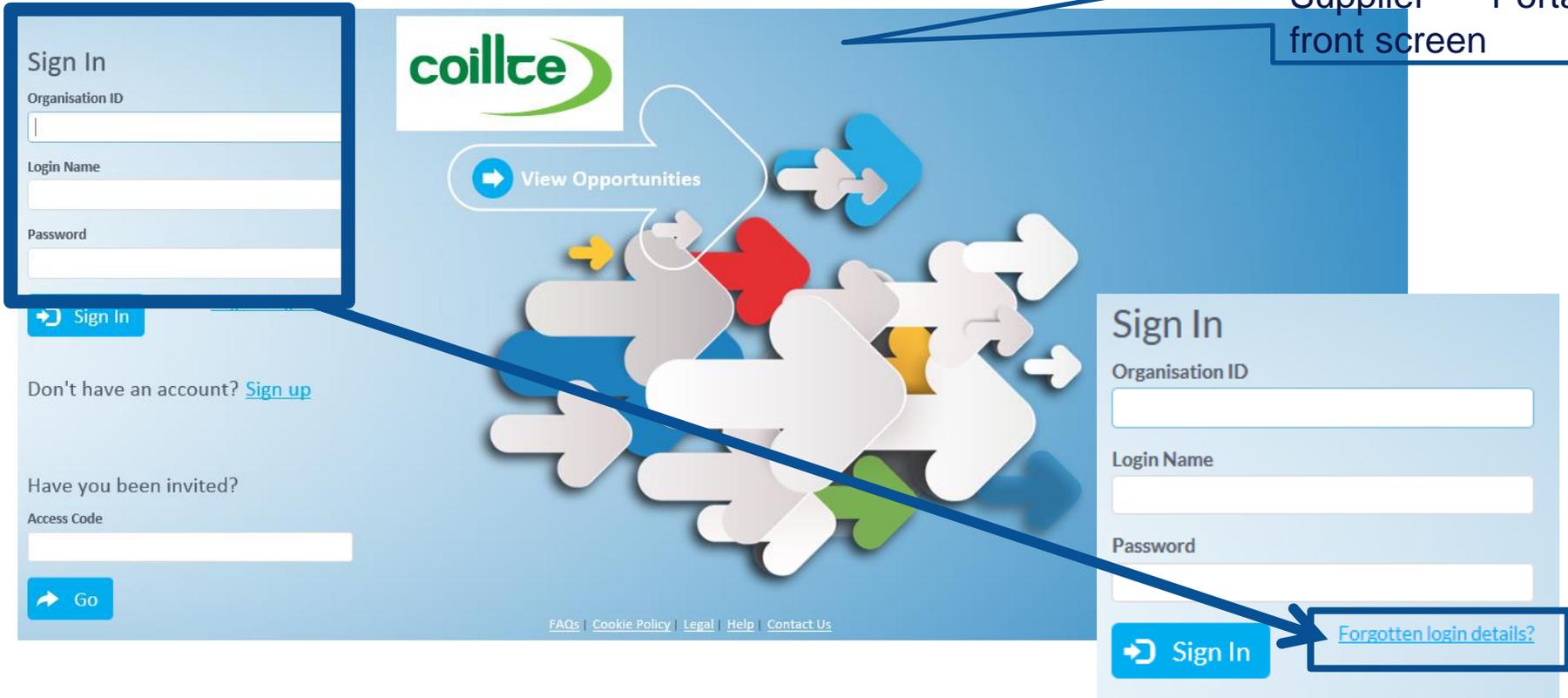
Or

Use an internet search engine to find the PROACTIS Supplier
Portal

I have forgot my password

Step Two: Click 'Forgotten login details?'

Step Two use the 'Forgotten login details' link on the Supplier Portal front screen



The image shows a screenshot of the coillte Supplier Portal front screen. The page features a blue background with a central graphic of several colorful arrows pointing in various directions. The coillte logo is positioned in the top left. On the left side, there is a 'Sign In' form with fields for 'Organisation ID', 'Login Name', and 'Password', and a 'Sign In' button. Below this form are links for 'Don't have an account? Sign up' and 'Have you been invited? Access Code' with a 'Go' button. At the bottom, there are links for 'FAQs', 'Cookie Policy', 'Legal', 'Help', and 'Contact Us'. On the right side, there is a larger 'Sign In' form with the same fields and a 'Sign In' button. A callout box points to the 'Forgotten login details?' link located below the 'Sign In' button in the right-hand form.

Sign In

Organisation ID

Login Name

Password

Sign In

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

Have you been invited?

Access Code

Go

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

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View Opportunities

Sign In

Organisation ID

Login Name

Password

Sign In

[Forgotten login details?](#)

I have forgot my password

Step Three: Enter Details

Forgotten Password ×

If you have forgotten your password please enter as many fields as you can. If you don't know the answer to a field, leave it blank. Email address and the answer to the personal question are required.

Organisation ID

Login Name

Email Address *

What was the name of your first school? *

Step Three requires you to enter the details displayed.

i The entry of details allow you to be verified

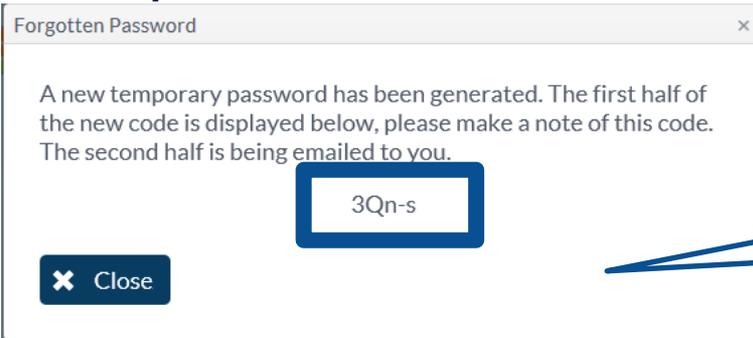
i The email address and memorable question displayed are mandatory and must be answered

I have forgot my password

Step Four : Password codes received

A temporary password is received in two halves

(1) The first half of a password is displayed on screen



(2) The second half is received via email



Wed 10/12/2014 12:30
PROACTIS System Administration <sender@salesvm.com>
Forgotten Password
To: Phill@fake.com

Dear User,

The requested code is:
\$\$8G6

<http://SupplierPortal:8083//Account/Login>

Kind regards,
The Portal Administration Team.

I have forgot my password

Step Five: Sign into the Supplier Network using both codes



The image shows a screenshot of the coillte supplier network login page. A blue circle highlights the 'Forgot my password' link in the password field. A blue arrow points from this link to a 'Forgotten Password' dialog box. The dialog box contains the text: 'A new temporary password has been generated. The first half of the new code is displayed below, please make a note of this code. The second half is being emailed to you.' Below this text is a box containing the code '3Qn-s' and a 'Close' button. Another blue arrow points from the dialog box to an email notification. The email notification says: 'Dear User, The requested code is: \$58G6' followed by a link: 'http://SupplierPortal:8083//Account/Login'. A third blue arrow points from the email notification to a zoomed-in view of the login form. In this zoomed view, the 'Password' field contains the code '\$58G6' and the 'Sign In' button is highlighted.

coillte

View Opportunities

Sign In

Organisation ID

Login Name

Password

Forgot my password

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

Have you been invited?

Access Code

Go

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

Forgotten Password

A new temporary password has been generated. The first half of the new code is displayed below, please make a note of this code. The second half is being emailed to you.

3Qn-s

Close

Dear User,

The requested code is:

\$58G6

<http://SupplierPortal:8083//Account/Login>

Sign In

Organisation ID

TestSupplier

Login Name

Admin

Password

.....

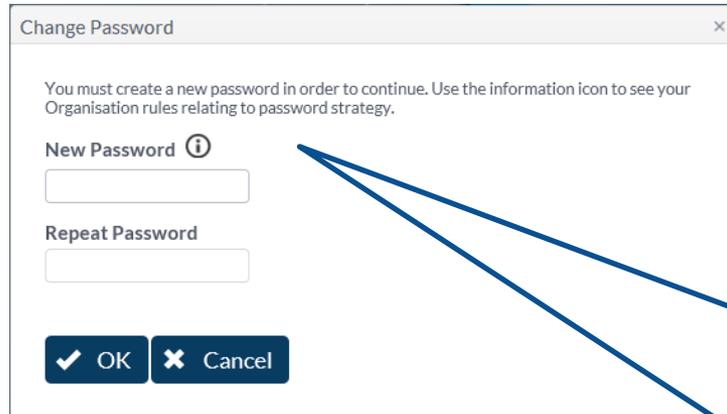
Sign In

[Forgotten login details?](#)

I have forgot my password

Step Six: Select a new password

Step Six requires you to enter a new password



Change Password

You must create a new password in order to continue. Use the information icon to see your Organisation rules relating to password strategy.

New Password ⓘ

Repeat Password

✓ OK ✕ Cancel



Clicking on the PROACTIS Tool tip provides information on the PROACTIS password policy



Please ensure you select a password that you will remember

New Password ⓘ

Your password must be between 6 and 50 characters in length. It must contain at least 2 number(s).

PROACTIS password policy: Password must be between 6 and 50 characters in length. It must contain at least 2 numbers

How to amend my current password

How to amend my current password

How to amend my current password

Step One: Sign into the Supplier Portal

Step One requires you to sign into the Supplier Portal



Sign In

Organisation ID

Login Name

Password

[View Opportunities](#)

[Sign In](#) [Forgotten login details?](#)

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

Have you been invited?
Access Code

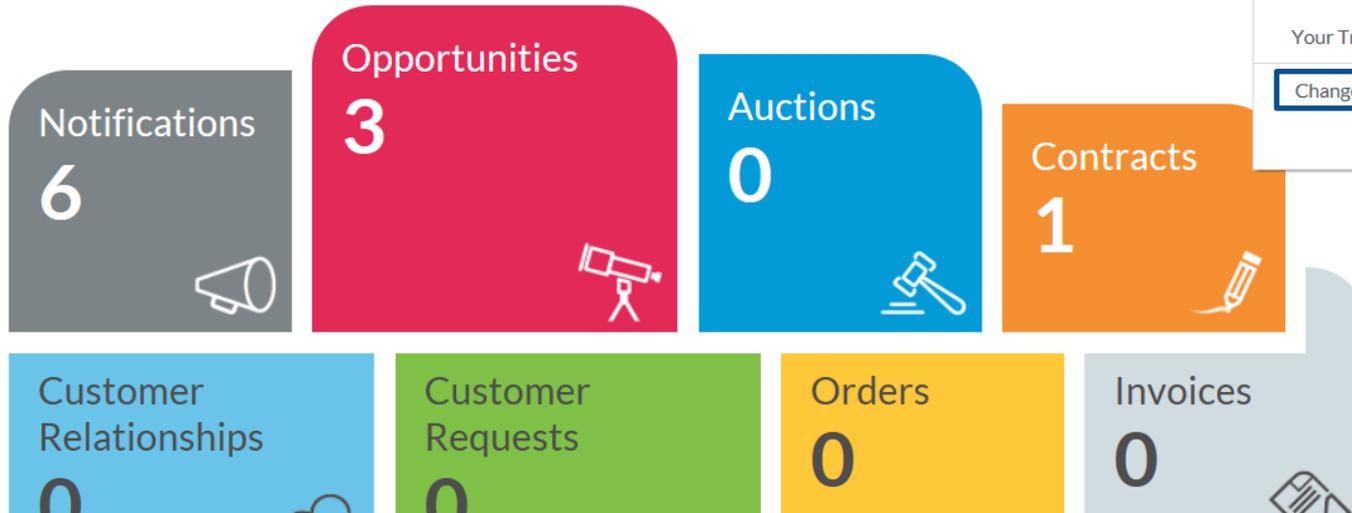
[Go](#)

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Powered by  **PROACTIS**
The Spend Control Company

How to amend my current password

Step Two: Navigate to Password Manager



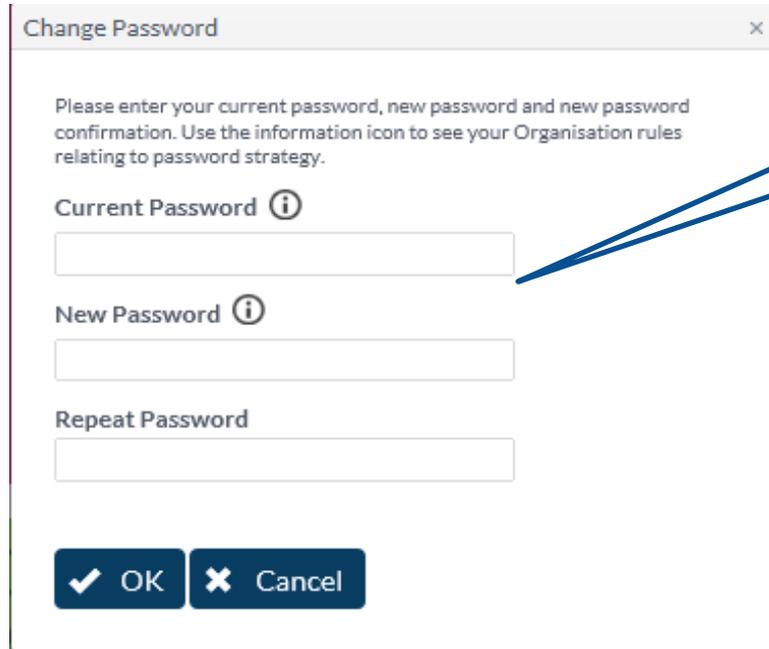
Select 'Change Password' from the business dropdown



The main supplier dashboard allows you to control your Portal

How to amend my current password

Step Three: Create a new Password Enter the 'Current' and 'New Passwords'



Change Password

Please enter your current password, new password and new password confirmation. Use the information icon to see your Organisation rules relating to password strategy.

Current Password ⓘ

New Password ⓘ

Repeat Password

✓ OK ✕ Cancel

Enter the 'Current' and 'New Passwords'



Clicking on the PROACTIS Tool tip provides information on the PROACTIS password policy

New Password ⓘ

Your password must be between 6 and 50 characters in length. It must contain at least 2 number(s).

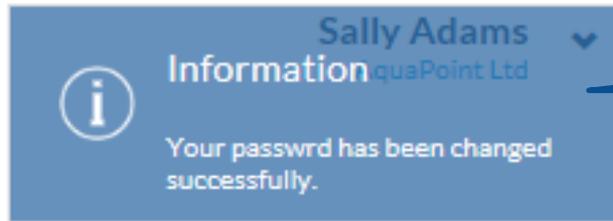
PROACTIS password policy:
Password must be between 6 and 50 characters in length. It must contain at least 2 numbers



Please ensure you select a password that you will remember

How to amend my current password

Step Four: Notification



Please ensure notification of the amendment is displayed on screen

- 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)