PROACTIS:
Supplier User Guide

Registering on the Supplier Portal
(Invited by Coillte)

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Introduction

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

Instructions are provided on how to respond to an invitation to register on the Supplier Portal

Please familiarise yourself with the manual prior to registration

Why PROACTIS

- The PROACTIS Supplier Network is very easy to use
- You can self register, maintain your own data and 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
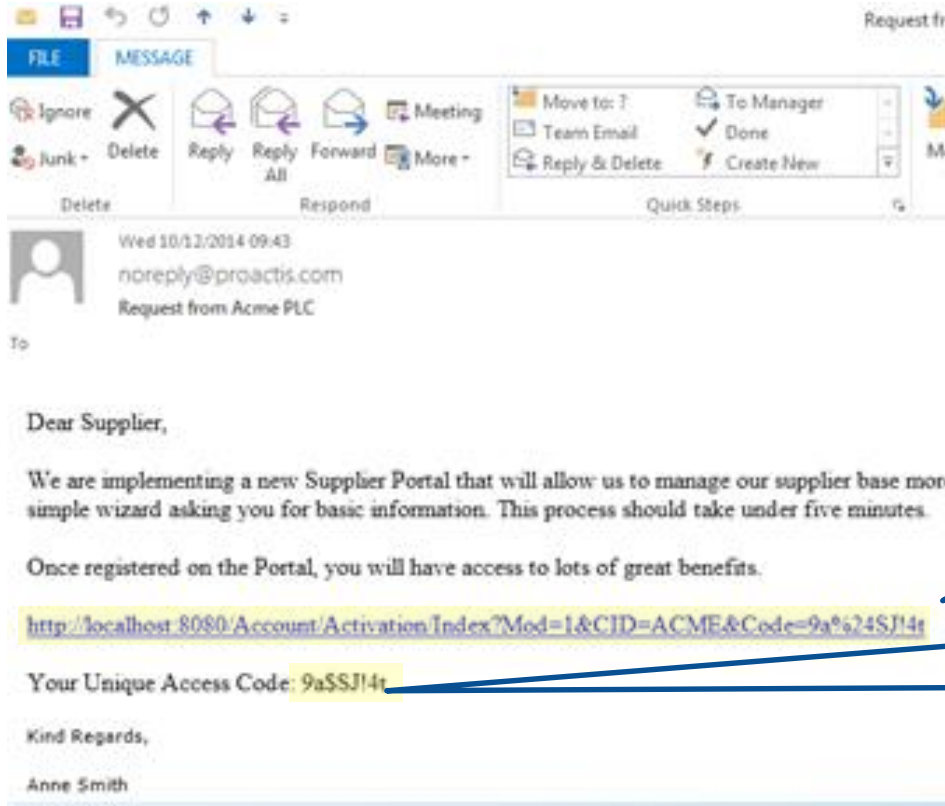
Getting started

No special equipment or software is needed - just internet access.

The portal works best on the following web browsers:

- Microsoft Internet Explorer 9, 10 and 11
  (in compatibility mode)
- Google Chrome
- Safari
- Firefox

TYPE A: I have been invited

You have received an email with a request to register

Click on the link within your email OR Copy/type the link into your internet browse

Take note of the Unique Access Code as this is needed to sign into the Supplier Portal
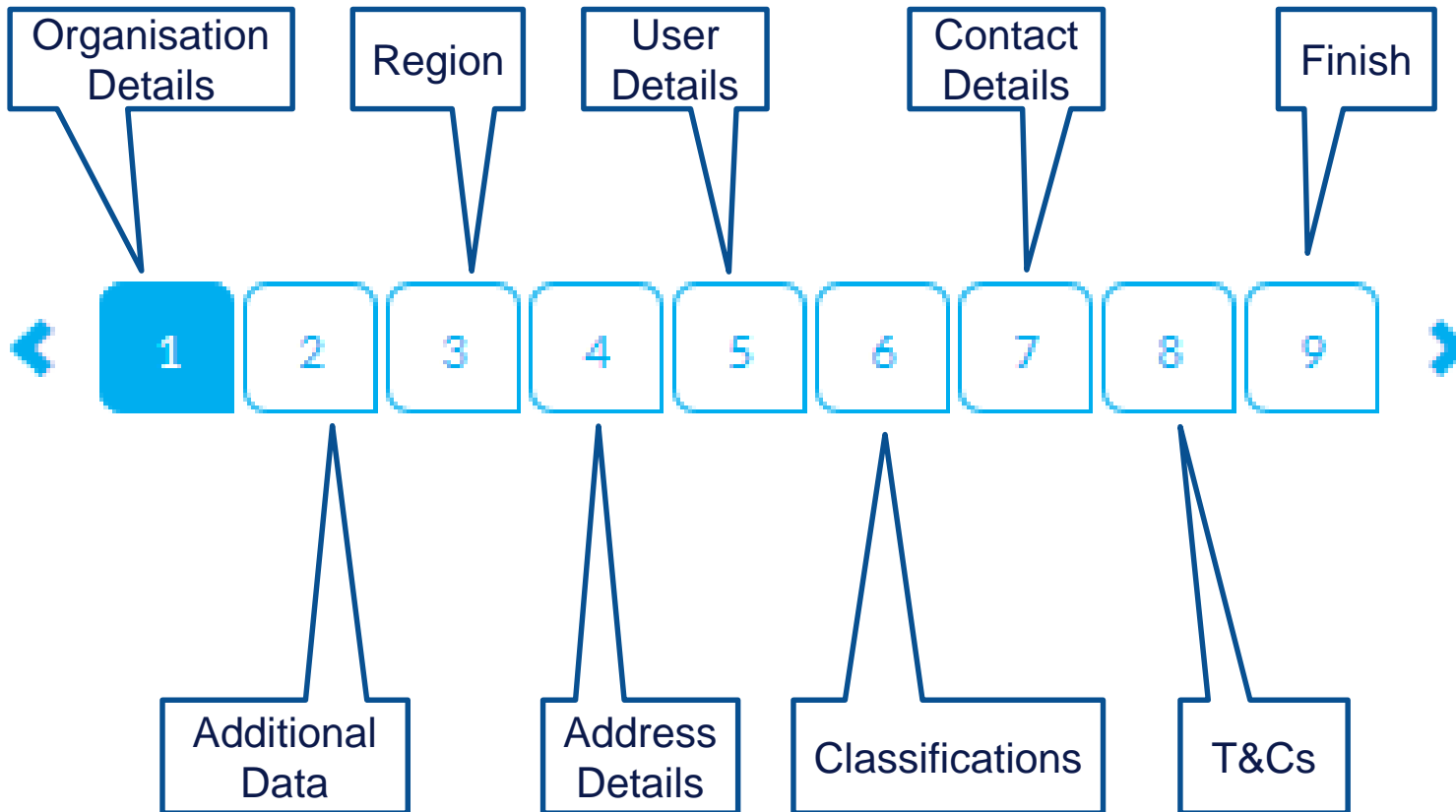
TYPE A: I have been invited

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Feel free to view Public Opportunities

coillte

Sign In

Organisation ID

Login Name

Password

Forgotten login details?

↪ Sign In

Don't have an account? Sign up

Have you been invited?

Access Code

➡ Go

➡ View Opportunities

FAQs | Cookie Policy | Legal | Help | Contact Us

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PROACTIS
The Spend Control Company

Enter your access code and Click 'Go'

TYPE A: I have been invited

Registration requires the completion of 9 simple steps

Organisation Details	Region	User Details	Contact Details	Finish
1	2	3	4	5	6	7	8	9
Additional Data	Address Details	Classifications	T&Cs

TYPE A: I have been invited

Step One: Organisation Details

Step One requires the population of a number of fields related to your organisation
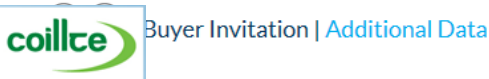

Please ensure you have read all the documents provided

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

TYPE A: I have been invited

Step Two: Additional Data

Step Two requires the population of a number of additional fields related to your organisation

coillte ...Buyer Invitation | Additional Data

‹ 1 **2** 3 4 5 6 7 8 9 ›

Additional Data

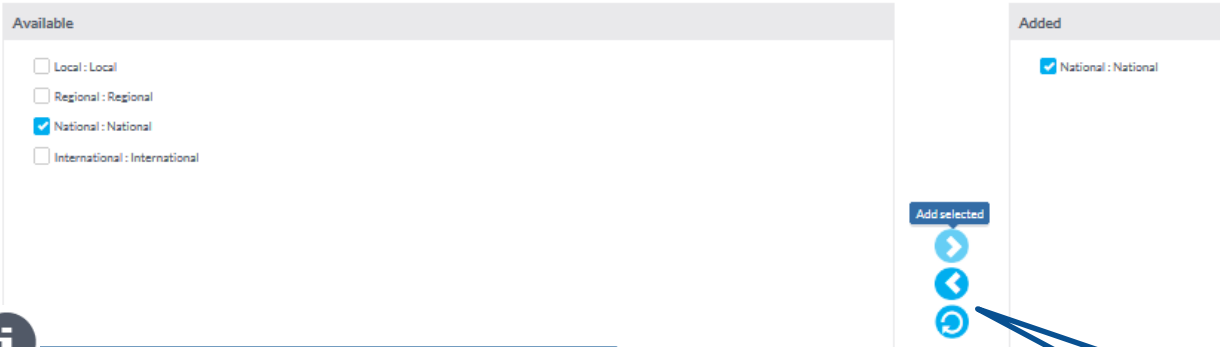|	
Geographical Scope:	**Sort Code (BACS):**
Local	
Supply Category:	**Bank Account No. (BACS):**
Subcon Waste Collection	
Number of Employees:	**International Bank Account Number:**
Factoring Company:	**Annual Turnover:**
ISO14001:	**NI No. (CIS Only):**
Please pick from list	
ISO9001:	**Exor #Ref:**
Please pick one from list	
OHSAS18001:	**Is the contractor insured?:**
Please pick one from list	☐
Haulier?:	**Type of Insurance Policy:**
☐	Third Party Liability
Work on Site?:	**Insurance Number:**
☐	7892-29-IN
Subcontract Collection?:	**Insurance Date:**
☐	
Third Party Disposal:	**Incorporation Date:**
☑	

Please note the fields may vary depending on the organisation who has invited the registration

TYPE A: I have been invited

Step Three: Region

coillce Buyer Invitation | Region
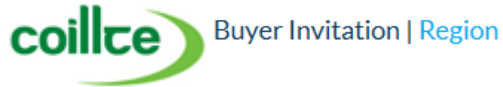
Step Three requires the selection of Geographical Regions which your company can supply to. You must select at least one

| Available	Added
☐ Local : Local	☑ National : National
☐ Regional : Regional	
☑ National : National	
☐ International : International	

1 2 **3** 4 5 6 7 8 9

Add selected

These can be amended at a later stage. The information will be used to gain a better understanding of your geographic coverage

Selections can be made / amended using the arrows

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TYPE A: I have been invited

Step Four: Address Details

Step Four requires the entry of address details and types for your organisation

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Buyer Invitation | Address Details

‹ 1 2 3 **4** 5 6 7 8 9 ›
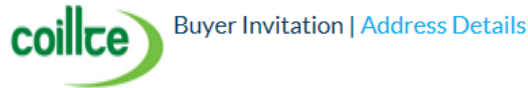
Organisation Addresses

Address	Enabled	Action
85 Test Road, Test Town, Test City, Testington, T21 0BB, UNITED KINGDOM	✔	🖊

+ Add Address

You can amend these at any point in time by selecting 'Your Business' once you have registered
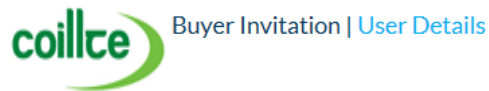
Click the pencil icon to amend the General (Registered Company Address)

Addresses can be added here

TYPE A: I have been invited

Step Five: Add / Amend User Details

Step Five requires the entry of user address details for your organisation

Buyer Invitation | User Details

‹ 1 2 3 4 **5** 6 7 8 9 ›

Organisation Users

Login Name	Full Name	Email Address	General Contact	e-Procurement Contact	Sales Contact	Payment Contact	Action
ADMIN	Philip Test	sender@salesvm.com	✔	✔	✔	✔	✎

Add User

Click the pencil icon to amend the ADMIN user details

Users can be added here

ℹ You should specify the type of contact the user is. It will be your responsibility for the maintenance of any users.
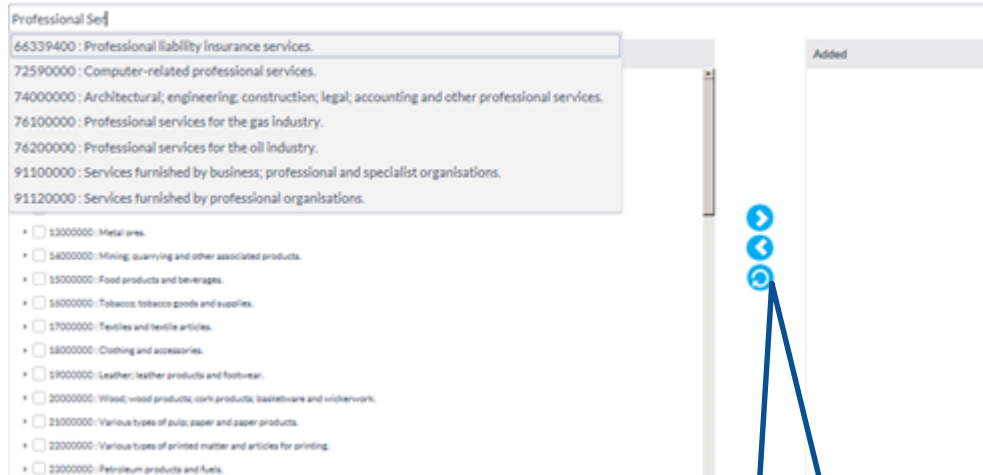
If a user leaves your company you will need to ensure you disable their account.

TYPE A: I have been invited

Step Six: Add Classifications

Step Six requires the addition of product/service classifications

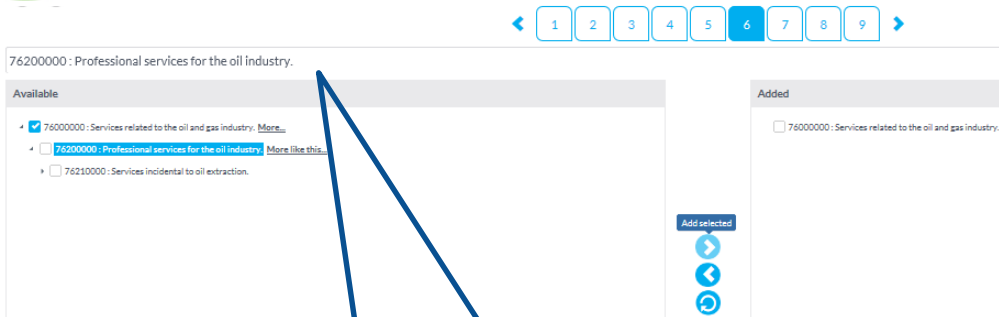You **MUST** select at least one Product Classification

(Classifications can be added or amended within the Supplier Portal)

The information will be used to match your business to relevant Opportunities, therefore try to be as accurate as you can when selecting Product Classifications

Selections can be made / amended using the arrows

TYPE A: I have been invited

Step Six Continued: Add Classifications

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

You can enter a keyword into the search function and the system will return all codes containing that word. Please select the most appropriate.

TYPE A: I have been invited

Step Seven: Primary Contact Details

Step Seven requires you to review your personal details and to input some details

Please ensure data entered is accurate as this will be used for correspondence and notification of Opportunities

TYPE A: I have been invited

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Step Eight: PROACTIS Terms & Conditions

Step Eight requires you to review the PROACTIS User License

coillte Buyer Invitation | Terms and Conditions

◄ 1 2 3 4 5 6 7 **8** 9 ►
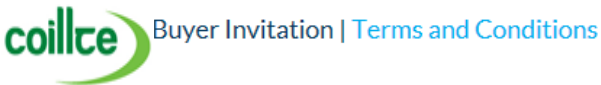
Terms and Conditions

PROACTIS GROUP LIMITED

USER LICENCE

YOU MUST READ THE FOLLOWING BEFORE CONTINUING

The use of the software provided by PROACTIS Group Limited is subject to the following User Licence. You must carefully read through the User Licence. By accepting the License you confirm that you have read the User License and that you agree to be bound by the terms and conditions of the User Licence at all times. If you are accepting the User Licence on behalf of a firm or corporate entity you warrant that you have the authority to do so.

If you do not agree to be bound by the User Licence you will not be able to activate and use the Software.

1. Definitions and INTERPRETATION

☑ I have read and understood the Terms and Conditions for using the Supplier Network

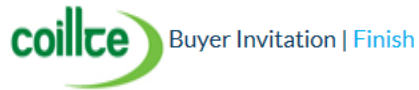Once reviewed if you are happy to proceed ensure you select the box

If you would like further information on PROACTIS then please visit their website
http://www.proactis.com/

TYPE A: I have been invited

Step Nine: Finish

Step Nine requires you to review your Organisation ID and enter a password

coillte Buyer Invitation | Finish

‹ 1 2 3 4 5 6 7 8 **9** ›

Your Login Details

Organisation Name
Phils Supplier

New Password * ⓘ

Organisation ID
PTESTSUPPLIER

Repeat Password

Login Name
ADMIN

✔ Complete Registration

ⓘ Please take note of your Password as this will be required to Log In in the future.

Your Username and ID will be emailed to you

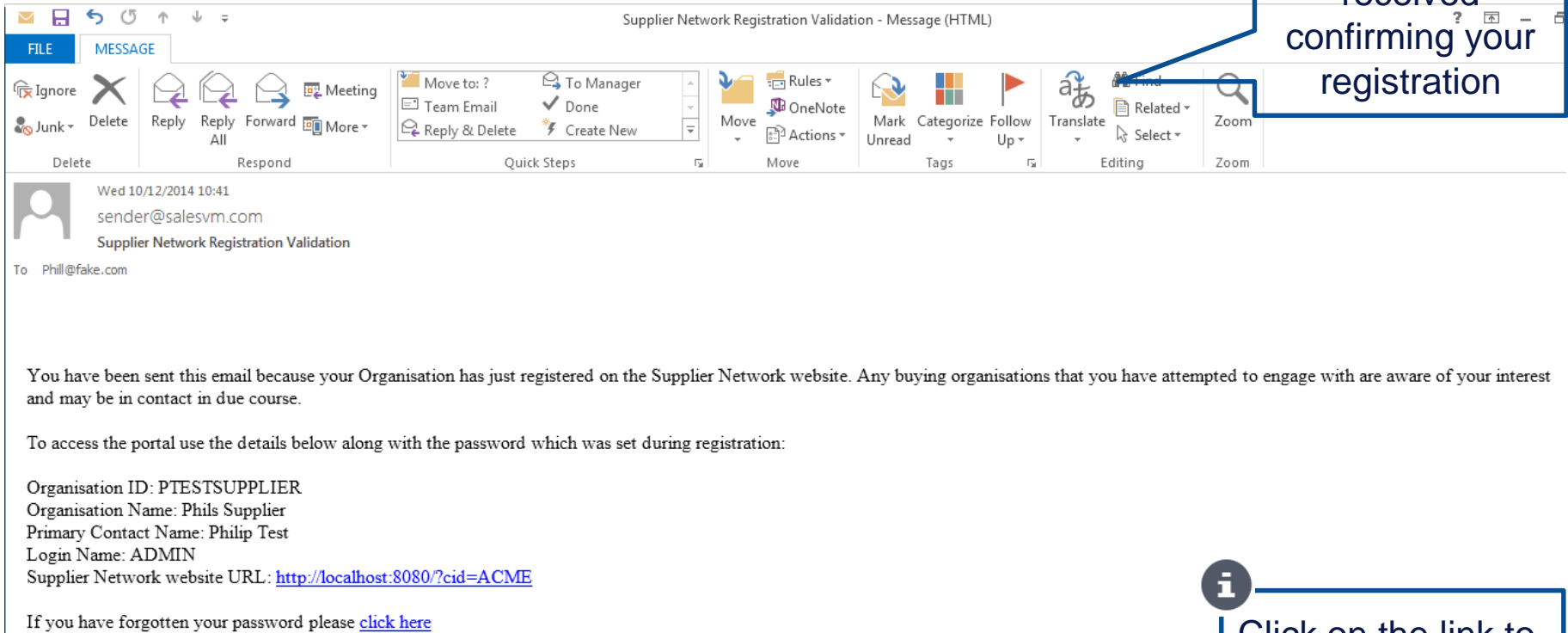Once complete please select 'Complete Registration'

TYPE A: I have been invited

Email Received:

An email is received confirming your registration

Supplier Network Registration Validation - Message (HTML)

FILE MESSAGE

Ignore | Delete | Reply | Reply All | Forward | More | Meeting | Move to: ? | Team Email | Reply & Delete | To Manager | Done | Create New | Rules | OneNote | Actions | Move | Mark Unread | Categorize | Follow Up | Translate | Related | Select | Zoom

Delete | Respond | Quick Steps | Move | Tags | Editing | Zoom

Wed 10/12/2014 10:41
sender@salesvm.com
Supplier Network Registration Validation

To   Phill@fake.com

You have been sent this email because your Organisation has just registered on the Supplier Network website. Any buying organisations that you have attempted to engage with are aware of your interest and may be in contact in due course.

To access the portal use the details below along with the password which was set during registration:

Organisation ID: PTESTSUPPLIER
Organisation Name: Phils Supplier
Primary Contact Name: Philip Test
Login Name: ADMIN
Supplier Network website URL: http://localhost:8080/?cid=ACME

If you have forgotten your password please click here

Click on the link to enter the Supplier Portal

Please keep this email as it contains your sign in details

PROACTIS Supplier Manuals

- 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)