

Provide to Bristol – Migrated Supplier Registration

If your organisation is being migrated to the new Supplier Portal, you will receive an email as below.

We are pleased to inform you that the Bristol City Council e-procurement system (BePS) has been upgraded and moved to a new location called the 'Proactis' Supplier Portal and can be accessed via the URL link below:

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

The Supplier portal has a new user interface and there are many more features. There is on-line help available showing how to use the new functionality. This can be found by clicking the 'Help' menu option after you have logged in. A 'Frequently Asked Questions' page can be found by clicking the following link:

<https://www.proactisplaza.com/SupplierPortal/Public/FAQS.aspx>

One of the changes has been to improve security of the system and you are now required to enter an 'Organisation ID' as well as your user name and password provided. Your Organisation ID, User ID and Password are show below:

Organisation ID: *As per the e-mail that you have received*

User ID: *As per the e-mail that you have received*

Password: *As per the e-mail that you have received*

In your email, you will be given your login details to the new system.

NB: You should change your password once you have entered the system.

Additional guidance:

Additional guidance on using the new system can be found at: <http://www.bristol.gov.uk/page/tenders-and-contracts> where you will be able to access a series of manuals and a video on 'How to Navigate around the upgraded system'.

New tendering & commissioning opportunities: These will now only be available through the Supplier Portal.

Current Tenders & Commissioning opportunities: If your organisation is currently engaged in a tender or commissioning process on the Bristol e-procurement system (BePS) then this system will still be available to you until the process has been completed. However please remember you will need to look for new opportunities on the new supplier portal.

Bristol City Council System Support:

Should you require any assistance then please e-mail Bristol City Council System support for the Upgraded system ONLY at providetobristol@bristol.gov.uk please ensure that you advise us of your organisations name, a contact telephone number and a brief description of your query, if the matter is urgent then please contact our us on 0117 92 23495

If you would like additional training on the system then Bristol City Council will be holding a series of training workshops, if you feel this would be of benefit then please advise us via the e-mail address above

User Registration

This is the first time that you have logged into the PROACTIS Supplier Portal. Please check the basic details that we hold about you. Once you have logged into the system, you will be able to amend your details at any time by clicking on the Administration menu.



[Next >](#)

Personal Details

Organisation Name:

Login Name:

First Name:

Surname:

Email:

Telephone:

Complete all the requested information. The information about your organisation that was migrated over can be reviewed and amended once you have completed this basic user registration.

Memorable Questions

Please enter the answers to the following questions:

What is your Mother's maiden name?

What is the name of the town where you were born?

What is the name of your first school?

[Next >](#)

User Registration

Please read the terms and conditions for using the PROACTIS Supplier Portal. You must agree to these terms and conditions before proceeding. You can review these at any time by clicking on the legal link at the foot of every page in the Supplier Portal.



[< Back](#) [Next >](#)

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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 Licence 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

I have read and understood the Terms and Conditions for using the Supplier Portal

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Welcome

Thank you for completing the registration process. Please enter a new password to continue.

We recommend that you make a note of the following details. You will need this information the next time you log into the Supplier Portal



< Back Done

Organisation Name:

Organisation ID:

User ID:

Enter Password:

Repeat Password:

Once you have completed supplier registration, note your Organisation ID, Login Name and Password, as these will be required to login in the future.

< Back Done

Home Page - Microsoft Internet Explorer provided by Bristol City Council

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

13 July 2011

PROACTIS
SUPPLIER PORTAL

Home Opportunities FAQs Legal Site Map Help Contact Us

Home

Login

Organisation ID:

Login Name:

Password:

Login

[Forgotten password?](#)

Invited?

If you have been invited to join the portal and given an Access Code, enter this into the box below and confirm the details of your company.

Login

Register

To register click the button below and give details about what you sell or want to buy

Register Now

[Not received email?](#)

Welcome to the PROACTIS Supplier Portal

This website will allow you to interact on-line with your existing and potential customers. Buying Organisations (both Public and Private sector) are invited to register for Opportunities, Register Interest and submit your Responses.

1. If you have received an Invitation Email from one of your Customers, please enter the Access Code into the "Invited?" panel. Be aware that it is case sensitive.
2. If you wish to register independently, then please click the "Register Now" button and enter your details.
3. You are on the Supplier Portal. If you are looking for the Buyer Portal, please change your records and go to the following web site address: <https://www.proactisplaza.com/BuyerPortal/>

For more information please goto the [Frequently Asked Questions](#) page.


The URL for the supplier portal is:
<https://www.proactisplaza.com/SupplierPortal/>

Login here using your Login details.

Supplier Home - Microsoft Internet Explorer provided by Bristol City Council

Address: http://portalbristoluat.proactisp2p.com/SupplierPortal/Secure/

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Home Opportunities Customers Administration Help

Supplier Home

Welcome Tia Corkish

From here you can do the following:

- [Opportunities](#) - view opportunities.
- [Customers](#) - manage your Customers and Trading Relationships.
- [Administration](#) - specify Portal preferences and maintain details of your Organisation.

Use the links above or the menu options on the left to continue.

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Once you have completed the migration registration, you can login to the system and view


- Opportunities
- Customers &
- Administration

Done Internet

Opportunities - Microsoft Internet Explorer provided by Bristol City Council

Address: http://portalbristoluat.proactisp2p.com/SupplierPortal/Secure/Opportunities/

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Home Opportunities Customers Administration Help

Opportunities

Opportunities

This module allows you to find and respond to Opportunities which have been published by the Buyer Community on the PROACTIS Supplier Portal.

From here you can do the following:

- [Search for new Opportunities](#) and Register Interest.
- [Review Registrations Of Interest](#) that you have submitted to Buyers.
- [Review Requests](#) for Information, Quotation or Tender which have been sent to you by Buyers.
- [Review your Responses](#) to the Buyer.
- [Bid in e-Auctions](#)

Use the links above or the menu options on the left to continue.

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Opportunities:
Here you can search for new opportunities, review requests, registrations of interests and responses to buyers.

Done Internet

Customers Home - Microsoft Internet Explorer provided by Bristol City Council

Address: http://portalbristoluat.proactisp2p.com/SupplierPortal/Secure/Relationships/

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PROACTIS
SUPPLIER PORTAL

Home Opportunities Customers Administration Help

Customers Customers Home

Customers Home

My Customers This module allows you to view information related to your Customers

My Relationships with Customers

- Search and Manage your Customers.
- Search and review the status of your Trading Relationships with your Customers.
- Review Requests from Customers wanting to set up a Trading Relationship with you.
- Review your Responses to Customer requests.
- Send a new Relationship Request to a Buyer.
- Review your Requests to Buyers to set up a Trading Relationship with them.

Requests from Customers

My Responses to Customers

New Relationship Request

My Requests to Buyers Use the links above or the menu options on the left to continue.

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**Customers:
Here you can view information
related to your customers.**

Internet

Administration - Microsoft Internet Explorer provided by Bristol City Council

Address: http://portalbristoluat.proactisp2p.com/SupplierPortal/Secure/Admin/

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PROACTIS
SUPPLIER PORTAL

Home Opportunities Customers Administration Help

Administration Supplier Administration

Administration Home

Organisation Maintenance Using this module you can maintain the details of your organisation and users, etc.

User Maintenance From here you can do the following:

- Maintain your Organisation records on the Supplier Portal
- Maintain your User records on the Supplier Portal
- Maintain your Document Library on the Supplier Portal
- Maintain your eTransactions on the Supplier Portal
- Maintain your Preferences on how you use the Supplier Portal

Document Library

e-Transactions

Preferences

Use the links above or the menu options on the left to continue.

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**Supplier Administration:
Here you can amend any of your
organisation details. If you would like to
have a trading relationship with BCC,
please go to 'Maintain Organisation
records'. See below**

Done

Internet

Organisation Maintenance - Microsoft Internet Explorer provided by Bristol City Council

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PROACTIS
SUPPLIER PORTAL

Home Opportunities Customers Administration Help

Administration

Administration Home

Organisation Maintenance

User Maintenance

Document Library

e-Transactions

Preferences

Amend Organisation Details

This screen allows you to amend the details for your organisation.

Save Abandon Changes

General Shop Window Addresses Business Info What You Sell Customer Information

Customers:

Customer Name	Action
Bristol City Council	

Go to the Bristol City Council customer and click on the blue pencil icon Action.

Save Abandon Changes

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Organisation Maintenance - Microsoft Internet Explorer provided by Bristol City Council

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PROACTIS
SUPPLIER PORTAL

Home Opportunities Customers Administration Help

Administration

Administration Home

Organisation Maintenance

User Maintenance

Document Library

e-Transactions

Preferences

Amend Organisation Details

This screen

Save

General

Customers

Customer
Bristol City

Save

Edit Customer Information

Categories References

- Local Organisation
- National Organisation
- Medium Enterprise (<= 250 employees)
- Small Enterprise (<= 50 employees)
- Micro Enterprise (<= 10 employees)
- Community Interest Company
- Registered Charity
- Community/Voluntary Organisation
- Social Enterprise
- BME Led Organisation
- Women Led Organisation
- Disabled Led Organisation
- Faith Led Organisation
- Youth Led Organisation
- Lesbian/Gay/Bisexual Led Organisation
- Friendly Society
- Franchise

Action

In 'Edit Customer Information', complete both tabs: Categories and References. This is mandatory information required by Bristol City Council.

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