

Provide to Bristol – New Supplier Registration

Home Page - Microsoft Internet Explorer provided by Bristol City Council

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

13 July 2011

PROACTIS
SUPPLIER PORTAL

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Home

Welcome to the PROACTIS Supplier Portal

This website will allow you to interact on-line with your existing Customers and look for prospective Customers.

Buying Organisations (both Public and Private sector) are publishing new Contract Opportunities onto this website. You can search for these Opportunities, Register Interest and submit your Response to try to win the business.

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.

Login

Organisation ID:

Login Name:

Password:

[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.

Register

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

[Not received email?](#)

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

Click 'Register Now'

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Address <http://portalbristoluat.proactisp2p.com/SupplierPortal/Public/Register.aspx>

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Register for the PROACTIS Supplier Portal

Please follow these simple steps to register

1. Enter the following information and click the Register button to start the process.
2. An activation email will be sent to the email address of your Primary Contact.
3. Click on the link contained within the email to activate your account.

Organisation Code

Enter a Code and Name to be used for your Organisation

Organisation Name:

Organisation ID:

Organisation Details

Enter the details for your Organisation

Address 1:

Address 2:

Town:

County:

Postcode:

Country:

Primary Contact Details

Enter the details for your Primary Contact

Login Name:

First Name:

Surname:

Email Address:

Repeat Email Address:

Login

Organisation ID:

Login Name:

Password:

[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.

Register

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

[Not received email?](#)

Complete all details and click 'Register'

*Note - The system will automatically assign you an organisation ID. You can amend the Organisation ID here only.

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Address: http://portalbristoluat.proactisp2p.com/SupplierPortal/Public/RegisterAcknowledge.aspx

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Home

Your Registration is being processed

Thank you, your Registration is being processed

1. An activation email has been sent to the email address of your Primary Contact.
2. Click on the link contained within the email to activate your account.

You will be sent an email – see below. You must complete your account activation within 24 hours or your process will be cancelled.

Mail from: enquiry@proactis.com

From: enquiry@proactis.com
 To: Tia
 Subject: PROACTIS Supplier Portal Registration Validation

You have been sent this email because your Organisation has requested to be registered on the PROACTIS Supplier Portal. You must use the link below to activate your account within 24 hours from the time you submitted your Registration Request.

The details entered were:

Organisation ID: T4900947
 Organisation Name: TK Minibuses
 Primary Contact Name: Tia Corkish
 Login Name: TKMINIBUSES
 Temporary Password: eQ73J5Dk75
 Supplier Portal url: http://PortalBristolUAT.proactisp2p.com/SupplierPortal

[Click here to activate your account](#)

Click on the activation link to activate your account

Done

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

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PROACTIS SUPPLIER PORTAL

Organisation Registration

Enter Organisation Details

You must enter the basic details for your Organisation before you can log in.

This is the first time that anyone from your organisation has used the PROACTIS Supplier Portal. Please enter basic details about your Organisation. Once you are logged into the system, you will be able to amend the details for your organisation at any time by clicking on the Administration menu option.

Click on the Wizard Arrows to move through the various steps. Place your mouse over the help icons for more information about the various fields.

Step 1 Organisation Details Step 2 Addresses Step 3 Users Step 4 What You Sell Step 5 Buyer Selection Step 6 User Details Step 7 Terms and Conditions Step 8 Finish

Next >

Organisation ID: T4900947

Organisation Name: TK Minibuses

Company Registration Number: Not Applicable

VAT Registration Number: Not Applicable

DUNS Number: Not Applicable

Organisation Type: Public Company
 Limited Liability Company
 Partnership
 Sole Trader
 Limited Liability Partnership
 Government Body
 Third Sector

Once you activate your account, complete steps 1 – 8 to complete your registration.

Done

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Address: http://portalbristoluat.proactisp2p.com/SupplierPortal/Secure/Registration/SupplierRegistrationUsers.aspx

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Organisation Registration

You must enter the basic details for your Organisation before you can log in.


Enter User Details

Please enter any additional users who require access to the Supplier Portal. This step can be skipped, you can add more users later. You also specify here whether the user can be contacted by a Buyer for particular types of transactions.

Step 1 Organisation Details | Step 2 Addresses | **Step 3 Users** | Step 4 What You Sell | Step 5 User Details | Step 6 User Details | Step 7 Terms and Conditions | Step 8 Finish

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Users:

Login Name	Full Name	Email Address	General Contact	e-Procurement Contact	Sales Contact	Payment Contact	Action
TKMINIBUSES	Tia Corkish	tia.corkish@bristol.gov.uk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Add User

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At step 3, click the blue pencil icon to add mandatory information (telephone number). You can also add additional users from your organisation here by clicking on 'Add User'.

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Address: http://portalbristoluat.proactisp2p.com/SupplierPortal/Secure/Registration/SupplierRegistrationClassifications.aspx

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PROACTIS SUPPLIER PORTAL

Organisation Registration

You must enter the basic details for your Organisation before you can log in.

Select Product Classifications

vehicle

Search Results

Code	Description	
51144000	Installation services of vehicle engines.	<input type="checkbox"/>
60150000	Passenger transport by animal-drawn vehicles.	<input type="checkbox"/>
60170000	Hire of passenger transport vehicles with driver.	<input type="checkbox"/>
60180000	Hire of goods-transport vehicles with driver.	<input type="checkbox"/>
60182000	Hire of industrial vehicles with driver.	<input type="checkbox"/>
63712600	Vehicle refuelling services.	<input type="checkbox"/>
66514110	Motor vehicle insurance services.	<input type="checkbox"/>
66516100	Motor vehicle liability insurance services.	<input type="checkbox"/>

Result Page: << < 5 6 7 8 9 10 11 12 13 14 15 >>

Selected Codes

Code	Description	Action
34114400	Minibuses.	<input checked="" type="checkbox"/>
34114000	Specialist vehicles.	<input checked="" type="checkbox"/>
34100000	Motor vehicles.	<input checked="" type="checkbox"/>

Result Page: 1

OK | Cancel

At step 4, you need to add as many classifications that are relevant to the goods/service your organisation provides. You can add as many as are applicable – and you must add at least 1 classification.

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Address: http://portalbristoluat.proactisp2p.com/SupplierPortal/Secure/Registration/SupplierRegistrationBuyerSelection.aspx

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Organisation Registration

Select Buyer Organisations

Select the Buyer Organisations you would like to do business with.

Please select the Buyer Organisations that you would like to do business with.

The Buyer selection process is optional and can be performed after you have registered.

Step 1 Organisation Details | Step 2 Addresses | Step 3 Users | Step 4 What You Sell | **Step 5 Buyer Selection** | Step 6 User Details | Step 7 Terms and Conditions | Step 8 Finish

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Title	Town	Post Code	County	Country	Selected?
Bristol City Council	Bristol	BS1 6EE		UNITED KINGDOM	<input checked="" type="checkbox"/>
Denbighshire County Council	Denbigh	LL16 3RJ	Denbighshire	UNITED KINGDOM	<input type="checkbox"/>

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At step 5, you can choose the buyers you would like to trade with. You can choose more than 1. You can amend this later on.

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Address: http://portalbristoluat.proactisp2p.com/SupplierPortal/Secure/Registration/SupplierRegistrationComplete.aspx

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Organisation Registration

Complete Registration

You must enter the basic details for your Organisation before you can log in.

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

Step 1 Organisation Details | Step 2 Addresses | Step 3 Users | Step 4 What You Sell | Step 5 Buyer Selection | Step 6 User Details | Step 7 Terms and Conditions | **Step 8 Finish**

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Organisation Name:
TK Minibuses

Organisation ID:
T4900947

Login Name:
TKMINIBUSES

Enter Password:
●●●●●●

Repeat Password:
●●●●●●

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At step 8, you have completed supplier registration. Please note your Organisation ID, Login Name and Password, as these will be required to login in the future.

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Done

Internet

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

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SUPPLIER PORTAL

Home Opportunities Customers Administration Help

Supplier Home

Home
Opportunities
Customers
Administration
Help

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 8 steps, you can navigate to:

- 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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Opportunities

Opportunities Home
Opportunities
My Registrations Of Interest
Requests From Buyers
My Responses To Buyers
e-Auctions

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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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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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

