

Proactis Supplier Portal

SCPS

Strategic Commissioning & Procurement Service



What is the Proactis Portal?

- The portal is a place on the internet where buying organisations (customers) and suppliers meet.
- It is made up of a Supplier Portal and Buyer Portal.
- The portal is used by other buying organisations as well as Bristol City Council.
- Bristol City Council internally call the Buyer Portal 'Provide to Bristol' (PTB).

What is e-tendering?

- A web-based tendering/procurement system accessed via the Internet
- Easy to use and FREE to suppliers
- Procurement and commissioning arrangements over £15K are let through Proactis Supplier Portal

Why Use Supplier Portal

- Only need to register once, but can update details, when necessary
- Check the Opportunities tab to view current opportunities
- Once registered, can be alerted to other opportunities
- Can register with Bristol City Council as well as other Buyers on the Portal



23 September 2011



Home

Welcome to the PROACTIS Supplier Portal

Login

Organisation ID:

Login Name:

Password:

Login

[Forgotten password?](#)

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>

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

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

Register

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

Register Now

[Not received email?](#)

23 September 2011



Home

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[Not received email?](#)



Supplier Home

Welcome Penny Chambers

- Home
- Opportunities
- Customers
- Administration
- Help

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.



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.



Opportunities

Opportunities Home

Opportunities

My Registrations Of Interest

Requests From Buyers

My Responses To Buyers

e-Auctions






List of Opportunities

From here you can search for all Opportunities that have been entered on the PROACTIS Supplier Portal.

You can Register Interest in any Opportunity.

View:

Opportunities:

ID	Buyer	Description	Closing Date	Registered Interest?	Action
EREQ1000010	Bristol City Council	To Provide cleaning services to the BCC offices based in B Bond.	01/10/2011	<input type="checkbox"/>	
EREQ1000041	Bristol City Council	Window Replacement at the Council House	18/11/2011	<input checked="" type="checkbox"/>	
EREQ1000012	Bristol City Council	To Provide cleaning services to BCC offices in Park view	10/08/2012	<input type="checkbox"/>	
EREQ1000042	Bristol City Council	Window Replacement at B Bond Smeaton Road	07/10/2011	<input type="checkbox"/>	
EREQ1000032	Bristol City Council	To clean ground, first and second floor of Brunel House for 12 months	30/09/2011	<input type="checkbox"/>	



Opportunities

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

Opportunity Details

Click the button below to register your interest in this opportunity.

[< Back](#) [Register Interest](#)

Bristol City Council: EREQ100042

Description:
Window Replacement at B Bond Smeaton Road

Closing Date:
07/10/2011

Contract Start Date:
28/10/2011

Contract End Date:
28/02/2012

Address:
B Bond
Smeaton Rd
UNITED KINGDOM

Purchasing Contact:
Penny Chambers
0117 92 23495
penny.chambers@bristol.gov.uk

[< Back](#) [Register Interest](#)



Opportunities

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

Acknowledge Interest in Opportunity

The Buyer has been informed of your Interest in this Opportunity.
You should receive a Request from the Buyer giving more details of the Opportunity and telling you what further information they will require.



Opportunities

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

List of My Registrations of Interest

This screen allows you to review all of the Registrations Of Interest that you have sent to Buyers.

View:

My Registrations of Interest:

ID	Buyer	Description	Closing Date	Status	Action
EREQ1000041	Bristol City Council	Window Replacement at the Council House	18/11/2011	RfxIssued	
EREQ1000042	Bristol City Council	Window Replacement at B Bond Smeaton Road	07/10/2011	RfxIssued	



Opportunities

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

Registration of Interest

You Registered Interest in the following Opportunity.

[< Back](#) [Withdraw](#) [View Messages](#)

Bristol City Council: EREQ100042

Date Registered Interest:
23/09/2011

Status:
RfxIssued

Description:
Window Replacement at B Bond Smeaton Road

Closing Date:
07/10/2011

Contract Start Date:
28/10/2011

Contract End Date:
28/02/2012

Address:
B Bond
Smeaton Rd
UNITED KINGDOM

Purchasing Contact:
Penny Chambers
0117 92 23495
penny.chambers@bristol.gov.uk

[< Back](#) [Withdraw](#) [View Messages](#)



Opportunities

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

Requests from Buyers

This screen allows you to review the Requests that have been sent to you by Buyers. You can review their Request and then create a Response.

View:

Outstanding Requests

Requests from Buyers:

ID	Buyer	Description	Closing Date	Status	Action
EREQ1000041	Bristol City Council	Window Replacement at the Council House	13/10/2011	Issued	
EREQ1000042	Bristol City Council	Window Replacement at B Bond Smeaton Road	13/10/2011	Issued	



Opportunities

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

Details of a Request from a Buyer

This screen shows the details of the Request from the Buyer.

< Back Create a Response Decline View Messages

Overview Items Documents

Bristol City Council: EREQ1000042

Description:
Window Replacement at B Bond Smeaton Road

Title:
Window Replacement at B Bond

Closing Date:
13/10/2011 12:00

Contract Start Date:
28/10/2011

Purchasing Contact:
Penny Chambers
0117 92 23495
penny.chambers@bristol.gov.uk

Contract End Date:
28/02/2012

Delivery Date:
23/11/2011

Allow Multiple Responses?
✗

Delivery Address:
B Bond
Smeaton Rd
Bristol
UNITED KINGDOM

< Back Create a Response Decline View Messages



Opportunities

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

Details of a Request from a Buyer

This screen shows the details of the Request from the Buyer.

< Back Create a Response Decline View Messages

Overview Items Documents

We require prices for these items

Items for Lot 1 - Default:

Ref	Description	Quantity	UOM	Mandatory?	Action
1	Hardwood window frames	352.00	Each	✓	

< Back Create a Response Decline View Messages



Opportunities

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

Details of a Request from a Buyer

This screen shows the details of the Request from the Buyer.

[< Back](#) [Create a Response](#) [Decline](#) [View Messages](#)

[Overview](#) [Items](#) [Documents](#)

Please read these document(s). They are important specifications and/or requirements.

Documents:

Ref	Description	Document Type	Size	View
1	Tender Documents	General Document	19K	
2	Evaluation Matrix	General Document	19K	

[< Back](#) [Create a Response](#) [Decline](#) [View Messages](#)



Opportunities

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

Response Details

This so

< Back

Gene

Notes

< Back

View Messages ⏪ ✖

Bristol City Council: EREQ1000042

No records found



Opportunities

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

Response Details

This so

< Back

Gene

Notes

< Back

New Message ⏏

Send New Message

Message Type: Attachments:

Subject:

To:
Bristol City Council

From:
Penny Chambers, A Class Windows Ltd

Message:



Opportunities

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

Response Details

View Messages ⏪ ✖

Bristol City Council: EREQ1000042

New Message Close

PostedDate	Originator	Subject	Replied?	Action
23/09/2011 15:35	Penny Chambers	Clarification Question		

New Message Close



Opportunities

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

Response Details

View Message ↔ ✖

Bristol City Council: EREQ1000042

List of Messages
Reply
< Previous
Next >

To: Bristol City Council
 Attachments:

From: Penny Chambers, A Class Windows Ltd

Date: 23/09/2011 15:35

Subject: Clarification Question

Could you please clarify the hardwood you would like us to quote on?

Message:

List of Messages
Reply
< Previous
Next >

This so

< Back

Gene

Notes

< Back

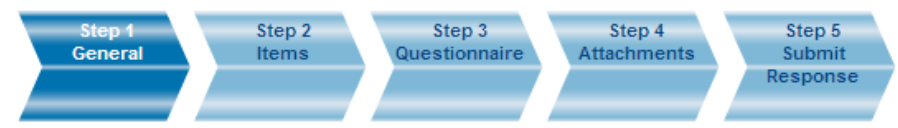


Opportunities

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

New Response: General Details

Please fill in the details of your Response to the Buyer's Request in each of the Steps.



Next > Save Close View Messages Buyer's Request

Notes to Buyer:

Next > Save Close View Messages Buyer's Request

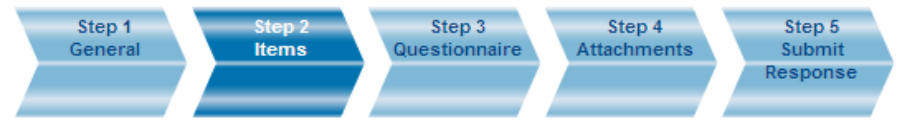


Opportunities

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

New Response: Item Details

Please fill in the details of your Response to the Buyer's Request in each of the Steps.



[< Back](#)
[Next >](#)
[Save](#)
[Close](#)
[View Messages](#)
[Buyer's Request](#)

Items for Lot 1 - Default:

Ref	Part Number	Description	UOM	Quantity Requested	Quantity Supplying	Unit Price (GBP)	Value (GBP)
#1		Hardwood window frames	Each	352.00	352.00	0.00	0.00

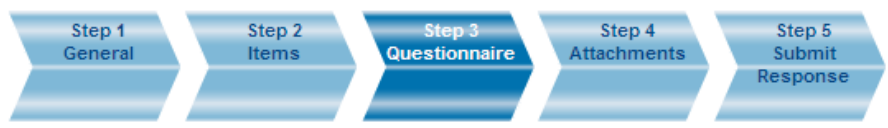
[< Back](#)
[Next >](#)
[Save](#)
[Close](#)
[View Messages](#)
[Buyer's Request](#)



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

New Response: Answer the Questionnaire

Please fill in the details of your Response to the Buyer's Request in each of the Steps.



< Back Next > Save Close View Messages Buyer's Request

Stage 1 - Organisation Information & Eligibility - Organisation Identity Information

1.01 Name of the Organisation making the application:

1.02 Contact name:

Address:

1.03

Stage 2 - Economic And Technical Capability - Insurance

[Enter Section introduction herf you are selected, the Council will require you to demonstrate that you have the following levels of Insurance cover in place. These must not contain any exclusions or excesses, which affect the Council. By completing this questionnaire you are warranting to the Council that you can and will do this. If you cannot meet this requirement, or do not know if you can, please do not complete this questionnaire and do not apply to be considered for this work.e]

2.01 Can you confirm whether you have or would be willing to take out the following insurance level if you are successful in winning the contract - Employers Liability being not less than £10 million: (10)

2.02 Can you confirm whether you have or would be willing to take out the following insurance level if you are successful in winning the contract - Public Liability being not less than £5 million: (10)

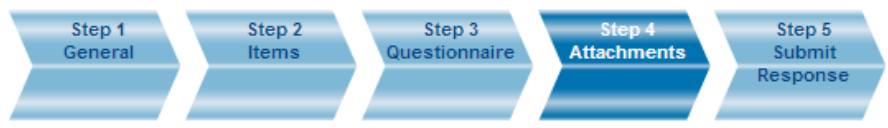


Opportunities

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

New Response: Documents

Please fill in the details of your Response to the Buyer's Request in each of the Steps.



Attachments:

No records found

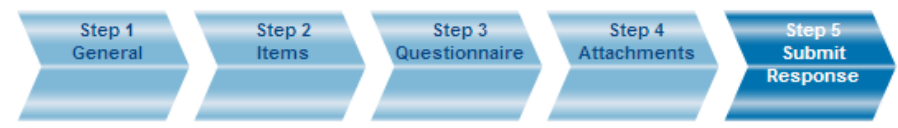


Opportunities

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

New Response: Submit to Buyer

Please fill in the details of your Response to the Buyer's Request in each of the Steps.



< Back Submit Save Close View Messages Buyer's Request

Bristol City Council

Description:
Window Replacement at B Bond Smeaton Road

Closing Date:
13/10/2011 12:00

Contract Start Date:
28/10/2011

< Back Submit Save Close View Messages Buyer's Request



Opportunities

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

Response Acknowledged

The Buyer has received your Response to this Opportunity. Please make a note of the Response Number for your records:

Buyer's Request Number: EREQ1000042
Your Response Number: ERESP1000062
Date Submitted: 23/09/2011
Submitted By: Penny Chambers



Opportunities

- [Opportunities Home](#)
- [Opportunities](#)
- [My Registrations Of Interest](#)
- [Requests From Buyers](#)
- [My Responses To Buyers](#)
- [e-Auctions](#)

My Responses to Buyers

This screen allows you to review all of the Responses that you have prepared to send or have sent to Buyers.

View:

My Responses to Buyers:

ID	Buyer	Description	Value	Currency	Submitted Date	Status	Action
ERESP1000062	Bristol City Council	Window Replacement at B Bond Response	52,800.00	GBP	23/09/2011 15:26:01	Submitted	



Customers

[Customers Home](#)[My Customers](#)[My Relationships with Customers](#)[Requests from Customers](#)[My Responses to Customers](#)[New Relationship Request](#)[My Requests to Buyers](#)

Customers Home

This module allows you to view information related to your 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.

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



Administration

- Administration Home
- Organisation Maintenance
- User Maintenance
- Document Library
- e-Transactions
- Preferences

Supplier Administration

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

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](#)

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



Administration

- Administration Home
- Organisation Maintenance
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- 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

Organisation ID:
ACW

Organisation Name:
A Class Windows Ltd

Company Number:
 Not Applicable

VAT Registration Number:
 Not Applicable

DUNS Number: Not Applicable

Categories for your Organisation:

- Public Company
- Limited Liability Company
- Partnership
- Sole Trader
- Limited Liability Partnership
- Government Body
- Third Sector

Save Abandon Changes



Administration

- Administration Home
- Organisation Maintenance
- User Maintenance**
- Document Library
- e-Transactions
- Preferences

List of Users

From here you can view and amend the Users for your Organisation.

View:

ID	Name	Email	Action
ADMIN	Penny Chambers	pachambers@bristol.gov.uk	



- Home
- Opportunities
- Customers
- Administration
- Help

Administration

- Administration Home
- Organisation Maintenance
- User Maintenance
- Document Library
- e-Transactions
- Preferences

List of Documents

From here you can view and amend the Documents held in your Document Library.
By maintaining your documents centrally, it will be easier when you are responding to Buyers on Opportunities or Trading Relationships.

[New Document](#)

View:

No records found

Contact Details

- **Web Address:** www.proactisplaza.com
- **Email:** providetobristol@bristol.gov.uk
- **Contact:** 0117 92 23495

