

Supplier Relationship Management User Guide



The screenshot shows the PROACTIS login and sign-up interface. The PROACTIS logo is at the top center. On the left is the 'Supplier Network' login form, which is crossed out with a large red 'X'. It contains fields for 'Username (this is usually your email address)' and 'Password', and a 'Sign In' button. Below the fields are links for 'Haven't got a Username?' and 'Cannot access your account?'. A red box with the text 'Leave these fields blank' points to the empty input fields. On the right is the 'Sign Up?' form. It includes a 'Register' link, a 'Have you been invited?' section with an 'Access Code' field and a 'Go' button. A red box with the text 'Please input your access code into the 'Access Code' box and click 'Go'' points to the 'Access Code' field.

Leave these fields blank

Please input your access code into the 'Access Code' box and click 'Go'

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All fields marked with a red asterisk are mandatory and you will not be able to move forward without completing the marked fields.

Once all data has been completed, click the arrow



Customer Invitation | Organisation Details



Organisation Details

Organisation ID *

VEOLIA2

Organisation Name *

VEOLIA TEST VENDOR 2

Registration Number ⓘ

Not Applicable

VAT Number ⓘ

Not Applicable

DUNS Number ⓘ

Not Applicable

Organisation Type * ⓘ

Public Company

Limited Liability Company

Partnership

Sole Trader

Limited Liability Partnership

Government Body

Third Sector

Other Organisation Categories ⓘ

Social Enterprise

If you do not have a Company Registration number/ VAT number or DUNS number, please ensure to tick 'Not Applicable'

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You will only need to complete these questions if you are part of the Construction Industry Scheme

Your bank account number and sort code are essential to make payments to you by BACS. Enter the account number as 8 digits, the sort code as six digits (**NO dashes or spaces please**)

If you are an international company you will need to enter your bank details in the international Bank account field and bank swift code field. However you will also need to add 8 9's and the bank code box and 6 9's in the sort code box

Once all data has been completed, click the arrow

Please tell us your last full year turnover in £million. Use decimals if less than £1m e.g. use 0.72 for £720,000 t/o.
Do not enter a currency symbol

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If the address displayed is correct for your Organisation you can skip this stage and click the arrow. If not, please click the blue pencil icon to amend.

Note: Please do not remove 'DO NOT USE THIS FIELD' from any of the reference fields

Customer Invitation | [Address Details](#)

1 2 3 4 5 6 7 8

Address	Enabled	Action
DO NOT USE THIS FIELD, VEOLIA, KINGSWOOD HOUSE, DO NOT USE THIS FIELD, DO NOT USE THIS FIELD, CANNOCK, STAFFORDSHIRE, WS11 8JB, UNITED KINGDOM	✓	

+ Add Address

Address Details

Address Contact Details Address Types

Telephone Number

Email Address *
proactis-uk@veolia.com

Fax Number

OK Cancel

A smaller window will appear and you will have a number of tabs you can amend.

If you are unable to move forward on this page you will need to make sure that there is an email address entered here

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Please click the blue pencil icon and ensure all details are completed for this user.

Please ensure that you do not amend the Login Name field.

Add/Amend User

User Details | Contact Type

Login Name *
ADMIN

Telephone Number *

First Name *

Mobile Number

Surname *

Fax Number

Email Address: *
proactis-uk@veolia.com

Address:
DO NOT USE THIS FIELD, VEOLIA, KINGS...

OK Cancel



Customer Invitation | User Details



Organisation Users

Login Name	Full Name	Email Address	General Contact	e-Procurement Contact	Sales Contact	Payment Contact	Action
ADMIN		proactis-uk@veolia.com	✓	✓	✓	✓	

+ Add User

If you would like to add more users, please click 'Add User' and once again ensure all fields are completed.

Before you will be able to move on you will need to make sure that there is a tick across all four areas and you can do this on the contact type tab.

Add/Amend User

User Details | Contact Type

General contact

Sales contact

Payment contact

E-procurement contact

OK Cancel

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Please tell us which types of products/services are the primary nature of your business.

Type a keyword in the search box then a list of header level purchasing classifications will appear. You will need to select one of these classifications, to bring up a more specific list.

Customer Invitation | [Classifications](#)

1 2 3 4 5 6 7 8

Metal

- 14000000 : Mining basic metals and related products.
- 43000000 : Machinery for mining quarrying construction equipment.
- 50000000 : Repair and maintenance services.
- 51000000 : Installation services (except software).
- 42000000 : Industrial machinery.
- 18000000 : Clothing footwear luggage articles and accessories.
- 24000000 : Chemical products.
- 03000000 : Agricultural farming fishing forestry and related products.
- 09000000 : Petroleum products fuel electricity and other sources of energy.
- 14000000 : Mining basic metals and related products.
- 15000000 : Food beverages tobacco and related products.
- 16000000 : Agricultural machinery.
- 18000000 : Clothing footwear luggage articles and accessories.

Added

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Customer Invitation | Classifications

50000000 : Repair and maintenance services.

Available

- 50000000 : Repair and maintenance services. [More...](#)
- 50100000 : Repair maintenance and associated services of vehicles and related equipment.
- 50200000 : Repair maintenance and associated services related to aircraft railways roads and marine
- 50300000 : Repair maintenance and associated services related to personal computers office equipm
- 50400000 : Repair and maintenance services of medical and precision equipment.
- 50500000 : Repair and maintenance services for pumps valves taps and metal containers and machin
- 50510000 : Repair and maintenance services of pumps valves taps and metal containers.
 - 50511000 : Repair and maintenance services of pumps.
 - 50512000 : Repair and maintenance services of valves.
 - 50513000 : Repair and maintenance services of taps.
- 50514000 : Repair and maintenance services of metal containers.
 - 50514100 : Repair and maintenance services of tanks.
 - 50514200 : Repair and maintenance services of reservoirs.
 - 50514300 : Sleeving repair services.
- 50530000 : Repair and maintenance services of machinery.
- 50600000 : Repair and maintenance services of security and defence materials.

Added

- 50500000 : Repair and maintenance services for pumps valves taps and metal containers and machinery.
- 50510000 : Repair and maintenance services of pumps valves taps and metal containers.
- 50514000 : Repair and maintenance services of metal containers.
 - 50514100 : Repair and maintenance services of tanks.

Select those which apply to your organisation and then click on the blue right arrow

If you add a classification in error, you can simply select the incorrect classification and click the blue left arrow

Once you are happy with your selection, please move on to the next page

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Customer Invitation | Primary Contact Details



Primary Contact Details

Organisation Name

SMV COMMERCIALS LTD

Email Address *

sg@vincentmotor.com

First Name *

STEVEN

Surname *

GOSS

Telephone Number *

01935 478826

You are now reaching the end of the registration process

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Customer Invitation | Terms and Conditions



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 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 Software.

1. Definitions and INTERPRETATION

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

Please contact suppliersupport@proactis.com for any queries relating to the Terms and Conditions.

Once agreed, please move on to the last stage.

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Customer Invitation | Finish

1 2 3 4 5 6 7 8

Your Login Details

Organisation Name
SMV COMMERCIALS LTD

Username
SG@VINCENTMOTOR.COM

New Password * ⓘ

Repeat Password

Please ensure to make a note of your Username and Password before you proceed as you will require this later.

Complete Registration

Enter your chosen password (and repeat for confirmation).

Your password will need to be between 6 and 12 characters and contain 2 numbers. This is case sensitive

Once entered, please click 'Complete Registration'.

Thank you, you have now successfully completed the registration process