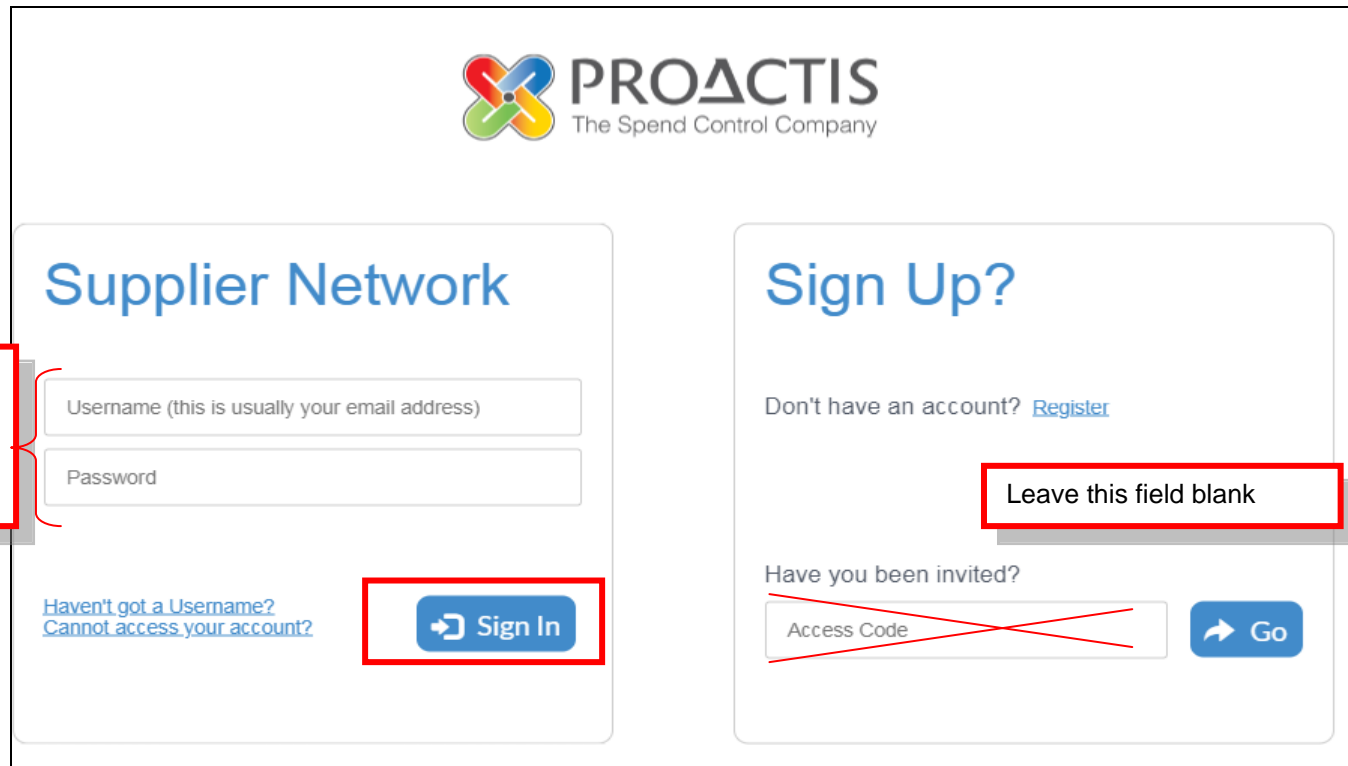


Proactis – Trading Relationship User Guide



Supplier Network

Username (this is usually your email address)

Password

[Haven't got a Username?
Cannot access your account?](#)

[Sign In](#)

Sign Up?

Don't have an account? [Register](#)

Leave this field blank

Have you been invited?

~~Access Code~~

[Go](#)

Please enter your login details you created in the registration stage, and then click "Sign In"

Please Note: At this point you may be asked to complete three memorable questions if you have registered before 29th November 2010. This has been added to the portal in a recent release/upgrade of the system. Its purpose is to further enhance the security of your data. Once the fields are completed, please click REGISTER.

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The screenshot displays the 'Supplier Network' dashboard. At the top left is a navigation ribbon with icons for home, search, tools, edit, profile, and a 'Customer Requests' icon. The main area features several data cards: Notifications (0), Opportunities (19), Auctions (0), Contracts (0), Customer Relationships (0), Customer Requests (1), Orders (0), and Invoices (0). The 'Customer Requests' card and its corresponding icon in the ribbon are highlighted with red boxes.

Section	Count
Notifications	0
Opportunities	19
Auctions	0
Contracts	0
Customer Relationships	0
Customer Requests	1
Orders	0
Invoices	0

You can now either click on the 'Customer Requests' section in the centre of your screen or the icon in the ribbon down the left hand side of the screen.

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Your Relationships & Requests

From here you can search for and manage trading relationships and requests between you and your customers.

Search by customer reference, description or customer name... Search Filters

Customer Name	Reference	Description	Type	Request Status	Relationship Approved?	Show Me
VEOLIA UK & IRELAND	B1000117	PROACTIS - NEW ENVIRO TR	Invitation for Relationship	Awaiting Response	-	

Invitation for Relationship

Documents
No documents found

Classifications
No classifications found

Maximum Contract Value
0.00

Customer Contacts

Name	Contact	Address
Admin user	procurement-uk@veolia.com 0203 567 2000	KINGSWOOD HOUSE, KINGSWOOD CRESCENT, CANNOCK, STAFFORDSHIRE, WS11 8JB, UNITED KINGDOM

Decline Respond

You will then need to click on the Blue arrow next to 'Veolia' which will then show you more details and allow you to click on the 'Respond' button.

Proactis – Trading Relationship User Guide

You are now into the questionnaire and you will see three tabs across the top of your screen.

The screenshot shows the 'Invitation for Relationship | B1000117' page. At the top right, the user is identified as 'Ian Wright' with a 'VEOLIA TEST VENDOR 2' role. Below the title, there are three buttons: 'Validate', 'Save', and 'Submit'. The 'Save' and 'Submit' buttons are highlighted with a red box. Below these buttons are three tabs: 'General', 'Questions', and 'Additional Information'. The 'General' tab is selected and highlighted with a red box. Below the tabs, there are sections for 'Request Details' and 'Customer Contacts'. The 'Customer Contacts' section contains a table with the following data:

Name	Contact	Address
Admin user	procurement-uk@veolia.com 0203 567 2000	KINGSWOOD HOUSE, KINGSWOOD CRESCENT, CANNOCK, STAFFORDSHIRE, WS11 8JB, UNITED KINGDOM

Callout boxes provide the following information:

- Save/Submit buttons:** You can save your entries at any time during the questionnaire. Once you have completed the questionnaire you will need to submit this response back to us for review.
- General tab:** **General:** These are Veolia Contact details and information about the questionnaire type that you have been issued
- Questions tab:** **Questions:** This is the list of questions we will require you to answer appropriately to score your questionnaire
- Additional Information tab:** **Additional Information:** Contains information such as CIS information, Bank Details and ISO accreditation.

Proactis – Trading Relationship User Guide

Now, please click
“Questions”

Please complete all questions
using the drop down boxes or
check boxes where appropriate.

All questions are in subsections
and you will need to select the
arrow to view these questions

Some sections might not appear
depending on how you answered
questions in the previous section

Invitation for Relationship | B1000117

Ian Wright VEOLIA TEST VENDOR 2

Validate Save Submit

From here you can edit your response by entering information into the various panels below, or process it using the options above.

General Questions Additional Information

Please complete the following questionnaire from Veolia Environmental Services (UK) PLC. Your answers will be automatically saved every five minutes. You can also hit the Save button at any time if you want to stop and finish off later.

Click or touch the headings to expand each section. You must fill in all questions with a * next to them.

- 1: Subcontract Waste Collection (45 questions)
- 2: Third Party Disposal (4 questions)
- 3: Health & Safety (15 questions)
- 4: External Contractors - Site Safety Rules (5 questions)
- 5: Environmental (13 questions)
- 6: Quality (12 questions)
- 7: Social - General (7 questions)
- 8: Social - Staff Welfare (2 questions)
- 9: Commercial - Economic (2 questions)
- 10: Commercial - Supply Chain (4 questions)

3: Health & Safety (15 questions)

4: External Contractors - Site Safety Rules (5 questions)

This relates to site safety rules for Contractors and Subcontractors that will be physically working on Veolia premises (excluding delivery)

4.01 Please click on the link below then print, sign and upload pages 30 and 31

Attach file... Or drag and drop a file here

4.02 External Contractors - Site Safety Rules
<http://www.veoliaenvironmentalservices.co.uk/Documents/Proc-docs/HSform.pdf>

4.03 I agree to the Veolia Contractors Health and Safety Form

4.04 Authorised Representative

4.05 Position

5: Environmental (13 questions)

Where there is a link within the questionnaire you will be required to download this link, sign where required and re-upload using the attach file button. **You will be required to upload valid insurances.**

Proactis – Trading Relationship User Guide

Your Relationships & Requests

From here you can search for and manage trading relationships and requests between you and your customers.

Search by customer reference, description or customer name...

Search Filters

Customer Name	Reference	Description	Type	Request Status	Relationship Approved?	Show Me
No items to display						

OK, response 'B1000117' submitted!

Once you have submitted the questionnaire you will see the above message to confirm that you have submitted your response successfully.

You will receive an email with confirmation as to whether the questionnaire has been completed satisfactorily or if there is some data missing.

Many thanks for your support in completing this request.