

Supplier Relationship Management User Guide



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

Supplier Network

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

Sign In

Sign Up?

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

Have you been invited?

Go

Leave these fields blank

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Organisation Details

Organisation Name *
TEST004

Registration Number ⓘ
00000000 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

Once all data has been completed, click the arrow

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

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

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Additional Data

CIS Registered?

UTR No. (CIS Only)

CIS Verification Number

NI No. (CIS Only)

Bank Account No. (BACS): *

12345678

Sort Code (BACS) *

123456

International Bank Account Number:

Bank Swift Code:

Factoring Company Name:

Please provide one email address which you want to use in order to receive purchase orders from the Veolia group. *

Once all data has been completed, click the arrow

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)**

Geographical Scope: *

Local

Number of Employees *

1

Annual Turnover in £M *

1.00

I would like Veolia to quote for ESOS energy audit/CHP.

I would like Veolia to quote for Waste and recycling services.

I would like Veolia to quote for Water treatment services.

Are your staff working on Veolia site(s) (excluding desk work only)?

Are you providing Waste Disposal Services to Veolia ?

Are you providing Haulier services to Veolia ?

Are you collecting Waste from Veolia site(s)?

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

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

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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

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Organisation Addresses			
Address	Primary	Enabled	Action
a, a, a, WS11 & JP, UNITED KINGDOM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Add Address

Address Details x

Address
Contact Details
Address Types

Telephone Number

Email Address *

Fax Number

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.

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Organisation Users

Username	Full Name	Email Address	General Contact	e-Procurement Contact	Sales Contact	Payment Contact	Action
TEST004	[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
[REDACTED]	[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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.

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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.



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Type some key words here describing what you sell...

Available

- 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.
- 19000000 : Leather and textile fabrics plastic and rubber materials.
- 22000000 : Printed matter and related products.
- 24000000 : Chemical products.
- 30000000 : Office and computing machinery equipment and supplies except furniture and software packages.
- 31000000 : Electrical machinery apparatus equipment and consumables; Lighting.
- 32000000 : Radio television communication telecommunication and related equipment.
- 33000000 : Medical equipments pharmaceuticals and personal care products.
- 34000000 : Transport equipment and auxiliary products to transportation.
- 35000000 : Security fire-fighting police and defence equipment.
- 37000000 : Musical instruments sport goods games toys handiwork art materials and accessories.
- 38000000 : Laboratory optical and precision equipments (excl. glasses).
- 39000000 : Furniture (incl. office furniture) furnishings domestic appliances (excl. lighting) and cleaning products.
- 41000000 : Collected and purified water.
- 42000000 : Industrial machinery.
- 43000000 : Machinery for mining quarrying construction equipment.
- 44000000 : Construction structures and materials; auxiliary products to construction (excepts electric apparatus).
- 45000000 : Construction work.



Added

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



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

Available

- 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.
- 16100000 : Agricultural and forestry machinery for soil preparation or cultivation.
- 16300000 : Harvesting machinery.
 - 16310000 : Mowers.
 - 16311000 : Lawnmowers.
 - 16311100 : Lawn park or sports-ground mowers.
 - 16320000 : Haymaking machinery.
- 16330000 : Straw or fodder balers.
- 16340000 : Harvesting and threshing machinery.
- 16400000 : Spraying machinery for agriculture or horticulture.
- 16500000 : Self-loading or unloading trailers and semi-trailers for agriculture.



Added

- 16000000 : Agricultural machinery.
- 16300000 : Harvesting machinery.
 - 16310000 : Mowers.
 - 16311000 : Lawnmowers.
 - 16311100 : Lawn park or sports-ground mowers.

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

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Primary Contact Details

Organisation Name

TEST004

Email Address *

First Name *

Surname *

Telephone Number *

12345689

You are now reaching the end of the registration process.

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Notification Details

This is the full list of email notifications and they are all enabled at present. You can select/deselect whichever ones you require. Ongoing changes can be made via the Preferences tab u

Select/Unselect all options here.



Notification Subscriptions

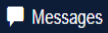
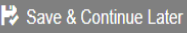


- Notification of new Buyer Dialogue on an Assessment
- Notification of being assigned to Issue for an Assessment
- Notification of Update to an Issue for Assessment
- Notifications of new Buyer Dialogue in Contracts
- Reminders sent to Suppliers when their Documents are nearing their expiry
- Notifications of new Buyer Dialogue in Opportunities
- Notification of new Buyer Dialogue in Sourcing Requests
- Supplier notifications for amendments to RFX Request Documents
- Notifications of tender closing date changes
- e-Sourcing project participation status change notifications
- Questionnaire Completion Requests
- Notifications of being Approved/Rejected for Trading Relationships
- Notifications of being Suspended/Reinstated by Buyers for specific Trading Relationships
- Notifications of being Suspended/Reinstated by Buyers

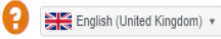

In this section you will be prompted to tick what notifications you would like to receive in the future.

Simply select the ones that apply by placing a tick in each box and move to the next section.

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 ? English (United Kingdom) 

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Proactis Terms of Use

PROACTIS LIMITED
USER LICENCE
YOU MUST READ THE FOLLOWING BEFORE CONTINUING

The use of the software provided by Proactis 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 Proactis Terms of Use 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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English (United Kingdom)



Your Login Details

Organisation Name

TEST004

Username

TEST004

Repeat Password

If you have forgotten your password, you can change it now by entering a new password in the text box provided.
If you don't need to change your password, you may leave the text box blank.

New 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