

## How to 'Create a Response' on PROACTIS

[www.proactisplaza.com/supplierportal](http://www.proactisplaza.com/supplierportal)

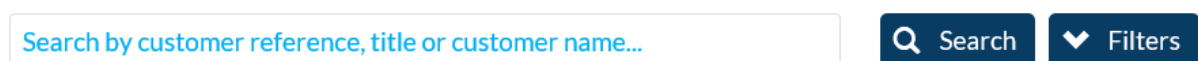
### How to Access Opportunity:



- Log into the PROACTIS Supplier Portal
- Select '**Opportunities**' to view all opportunities available




- Search using the text field or use '**Filters**' to locate opportunities, alternatively scroll through the list of opportunities

From here you can review the requests that have been sent to you by customers and create responses.





- Locate opportunity and click on the blue arrow glass to review opportunity details 
- Review opportunity details including description, contract start/end date and purchasing contact
- To register an interest in the opportunity, select the '**Register an Interest**' button, this will provide you with access to the opportunity details and allow you to create a response 

## How to Create a Response:

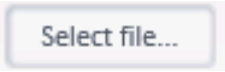



- Go to **'Opportunities'**
- Select the opportunity that you have registered an interest in using the blue arrow (the opportunity will be classed as Private) 
- Review the **'General'** details of the opportunity
- To view documents, expand the **'Request Documents'** section



- Select the **'Download'** option to open documents
- To send/view messages relating to the opportunity, select **'Messages'** 
- Please ensure that you **'Save'** your response throughout, this allows you to save what you have already inputted and you can go back to this at any time up until the closing date 
- To create a response to the opportunity complete the various steps within the wizard
- The opportunity is made up of a number of steps including:



- **General** – This is where you can view the opportunity details, Request documents and allows you to add any additional information for the buyer (The City of Cardiff Council)
- **Items** – This is where you will provide a price for the items included within the opportunity
- **Questions** – This is where you will answer questions related to the tender
- **Attachments** – This is where you can attach any additional documents

- To upload documents to questions, use the **'Select File'** option. Note that any one file can be uploaded per question 
- You are able to **'Validate'** your response at any point; this will inform you if there are any questions that you have not yet answered 
- Once you have completed all the questions contained within the opportunity, you can progress to the next stage of the response.
- To add any additional attachments to your response select the **'Attachments'** tab.
- Once you have completed and validated your response to the opportunity you will be in a position to submit
- To submit your response select the **'Submit'** option at the top of the screen 
- The system will notify you that your response has been submitted 
- To View, Amend or Resubmit your response prior to the deadline select the opportunity within the list of **'Opportunities'** and follow the steps above for responding to an opportunity