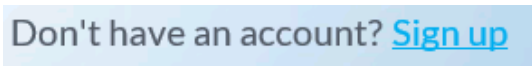
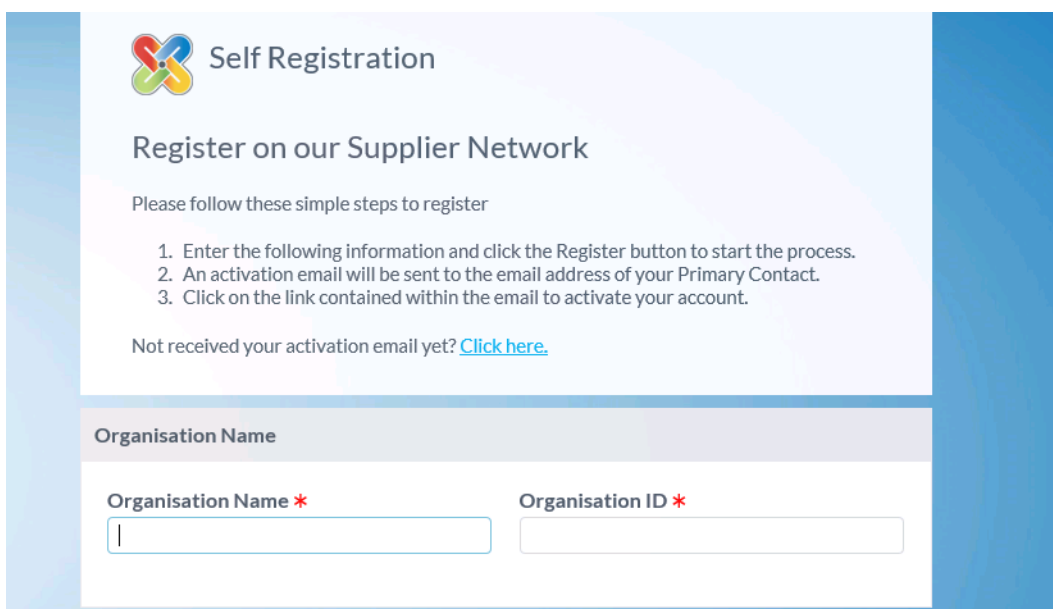


## Supplier Registration for PROACTIS

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


### How to Register with The City of Cardiff Council

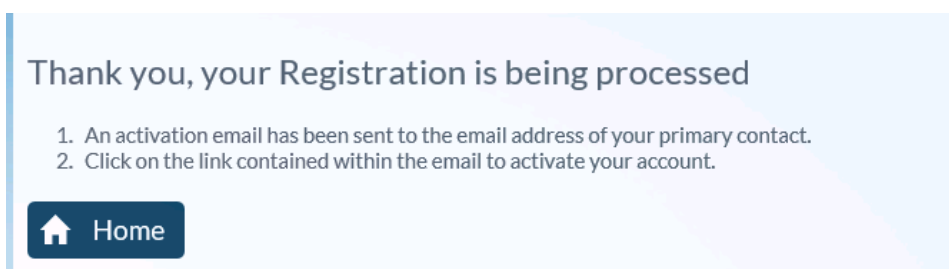
- To register on the supplier portal, you must first click the **'Sign Up'** option shown on the webpage 
- This will take you to the below screen where you will be required to fill out details of your organisation including Organisation name, Organisation Details and Primary Contact Details (These fields are all **Mandatory**):
- (Please note you will be required to manually enter an Organisation ID of your choice)




The screenshot shows a 'Self Registration' page with the following content:

- Logo: A colorful interlocking knot icon.
- Section: **Self Registration**
- Section: **Register on our Supplier Network**
- Text: Please follow these simple steps to register
- Steps:
  1. Enter the following information and click the Register button to start the process.
  2. An activation email will be sent to the email address of your Primary Contact.
  3. Click on the link contained within the email to activate your account.
- Text: Not received your activation email yet? [Click here.](#)
- Form Section: **Organisation Name**
- Form Fields:
  - Organisation Name \* (text input)
  - Organisation ID \* (text input)

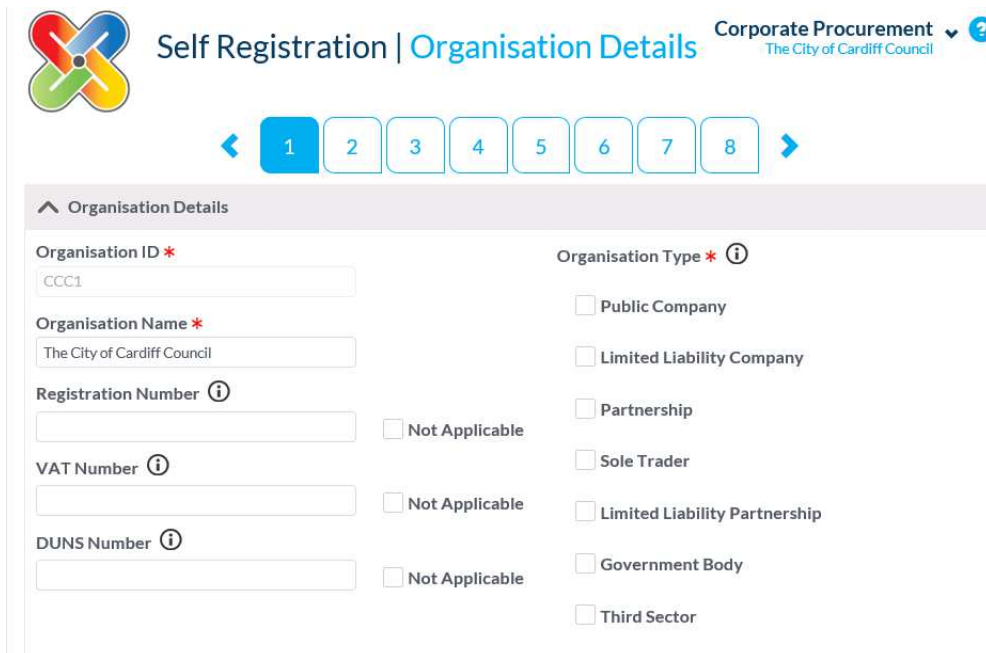
- Once you have completed all of the required information, select **'Register'** at the bottom of the webpage 
- The below message will be sent to the registered email address that you have entered, instructing you to activate your email



The screenshot shows a confirmation message with the following content:

- Section: **Thank you, your Registration is being processed**
- Steps:
  1. An activation email has been sent to the email address of your primary contact.
  2. Click on the link contained within the email to activate your account.
- Button:  Home

- The email will contain your **'Organisation ID'**, **'Login Name'** and **'Temporary Password'**, this will be required when logging into PROACTIS
- Next, click on the link contained in the email to activate your account [Click here to activate your account](#)
- You will then be taken to the below webpage where you will be required to complete the 8 step wizard to complete your registration



Self Registration | Organisation Details Corporate Procurement The City of Cardiff Council

1 2 3 4 5 6 7 8

Organisation Details

Organisation ID \* CCC1

Organisation Name \* The City of Cardiff Council

Registration Number (i) Not Applicable

VAT Number (i) Not Applicable

DUNS Number (i) Not Applicable

Organisation Type \* (i)

Public Company

Limited Liability Company


Partnership

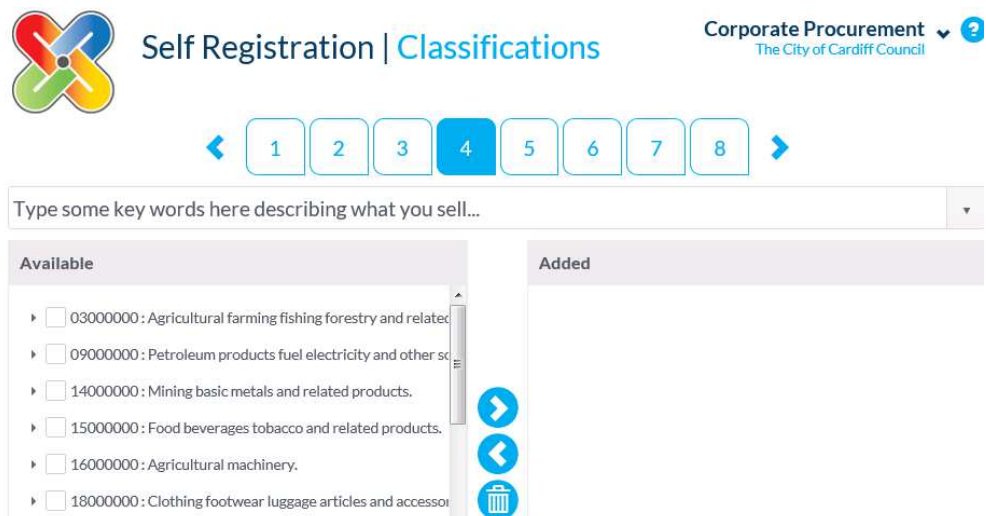
Sole Trader

Limited Liability Partnership

Government Body

Third Sector

- Navigate through the 8 step wizard using the blue arrow 
- At **Step 4, Classifications** make sure that you choose all the relevant services that you provide



Self Registration | Classifications Corporate Procurement The City of Cardiff Council

1 2 3 4 5 6 7 8

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

Available

03000000: Agricultural farming fishing forestry and related

09000000: Petroleum products fuel electricity and other services

14000000: Mining basic metals and related products.

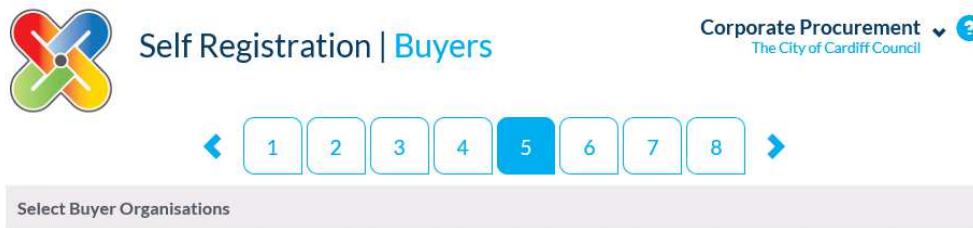
15000000: Food beverages tobacco and related products.

16000000: Agricultural machinery.

18000000: Clothing footwear luggage articles and accessories

Added

- At **Step 5, Buyers** please ensure that you select **The City of Cardiff Council**. At this stage you can also select other Buyers that use PROACTIS.



- Continue to complete your registration, please agree to the Terms and Conditions of using the system at Step 7 and enter a new password at Step 8
- Once you have completed all of the 8 Steps in the registration process, select **'Complete Registration'**



- You will now exist within The City of Cardiff Councils Supply Directory
- This will enable you to view and respond to procurement opportunities from the Council and other users of PROACTIS.