



# Proactis Partner Registration and Expression of Interest Process Guide

# 1. Sign Up

From the Partner Page on the [PeoplePlus website](#) click on the link to register, this will take you to the Proactis log in page (below);

**Note:** If you have a Proactis account, log in using your existing Proactis Username and Password. Go to section [2.4\\*](#) of this document for instructions on how to activate a 'Relationship' with PeoplePlus.

## 1.1 Click on 'SIGN UP'



## 1.2 Self Registration

Complete all sections and Click '**REGISTER**'

A screenshot of the Proactis Self Registration page. The page has a light blue background. At the top, there is the Proactis logo and the text 'Self Registration'. Below that is the heading 'Register on our Supplier Network'. A sub-heading says 'Please follow these simple steps to register'. There are three numbered 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. Below the steps is a link: 'Not received your activation email yet? [Click here.](#)'. The registration form is divided into two sections: 'Sign in Details' and 'Organisation Details'. The 'Sign in Details' section has two input fields: 'Email Address \*' and 'Repeat Email Address \*'. The 'Organisation Details' section has two input fields: 'Organisation Name \*' and 'Property Name/Number \*'. The asterisks indicate required fields.

**1.2.1** You will receive an email from Proactis with your username and a temporary password; follow the instructions on the email to activate your account

*'You have been sent this email because your Organisation has requested to be registered on the Supplier Network website. You must use the link below to activate your account within **24 hours** from the time that you submitted your Registration Request'.*

This will take you to full registration '**SELF REGISTRATION- ORGANISATION DETAILS**'

## 2. Self Registration

**2.1** Complete all sections; 1 to 8

**NOTE:** On section 5 select '**PEOPLEPLUS**'

Peabody CBHA		SE17JB	London	UNITED KINGDOM	<input type="checkbox"/>
Peabody Trust		SE17JB	London	UNITED KINGDOM	<input type="checkbox"/>
PeoplePlus	Sheffield	S1 1GN	South Yorkshire	United Kingdom	<input checked="" type="checkbox"/>
Rhondda Cynon Taf County Borough Council	Tonypandy	CF40 2XX		UNITED KINGDOM	<input type="checkbox"/>
SENER	Las Arenas (Bizkaia)	48930		SPAIN	<input type="checkbox"/>



**2.2** In section 8 you can request a new password

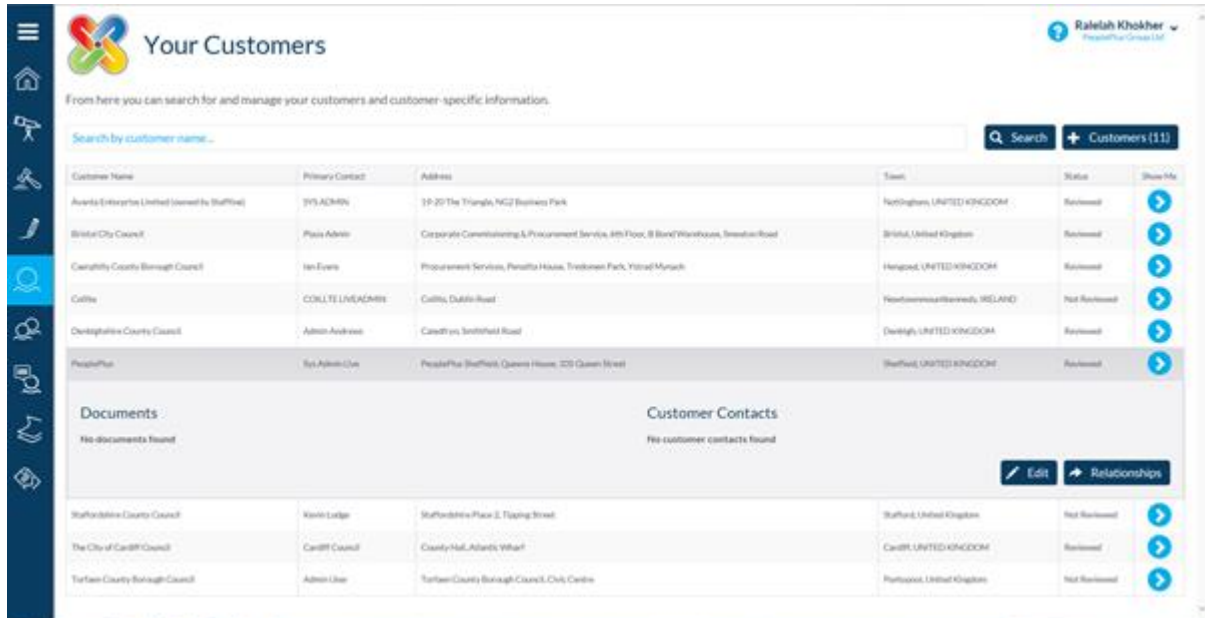
**2.3** Once registered you will receive a confirmation email







*'You have been sent this email because your Organisation has just registered on the Supplier Network website. Any buying organisations that you have attempted to engage with are aware of your interest and may be in contact in due course. To access the portal use the details below along with the password which was set during registration'*

## 2.4 Existing Proactis Account\*

### 2.4.1 Relationship

If you are already have a Proactis account, on the homepage; click on 'Customers'  search and add PeoplePlus or if you have a list of customers (as below), click on 'Show Me'  which will open a separate section, click on 'Relationship'






Customer Name	Primary Contact	Address	Town	Status	Show Info
Avanta Enterprise Limited (owned by Staffline)	JVS ADMIN	39-20 The Triangle, NG2 Business Park	Nottingham, UNITED KINGDOM	Reviewed	
Bristol City Council	Paula Admin	Corporate Commissioning & Procurement Services, 8th Floor, 8 Broad Walkhouse, Broadwalk Road	Bristol, United Kingdom	Reviewed	
Cardiffly County Borough Council	Ian Evans	Procurement Services, Penarth House, Trevelyan Park, Ystrad Mynach	Hengoed, UNITED KINGDOM	Reviewed	
Collie	COLLIE LIVESTOCKS	Collie, Dublin Road	Newtonmounth/Barnaby, IRELAND	Not Reviewed	
Derbyshire County Council	Admin Admin	Canolfon, Southfield Road	Derbyshire, UNITED KINGDOM	Reviewed	
PeoplePlus	Ed Admin/Clw	PeoplePlus (Staffline), Queens House, 220 Queen Street	Sheffield, UNITED KINGDOM	Reviewed	

**Documents**  
No documents found

**Customer Contacts**  
No customer contacts found

[Edit](#) [Relationships](#)

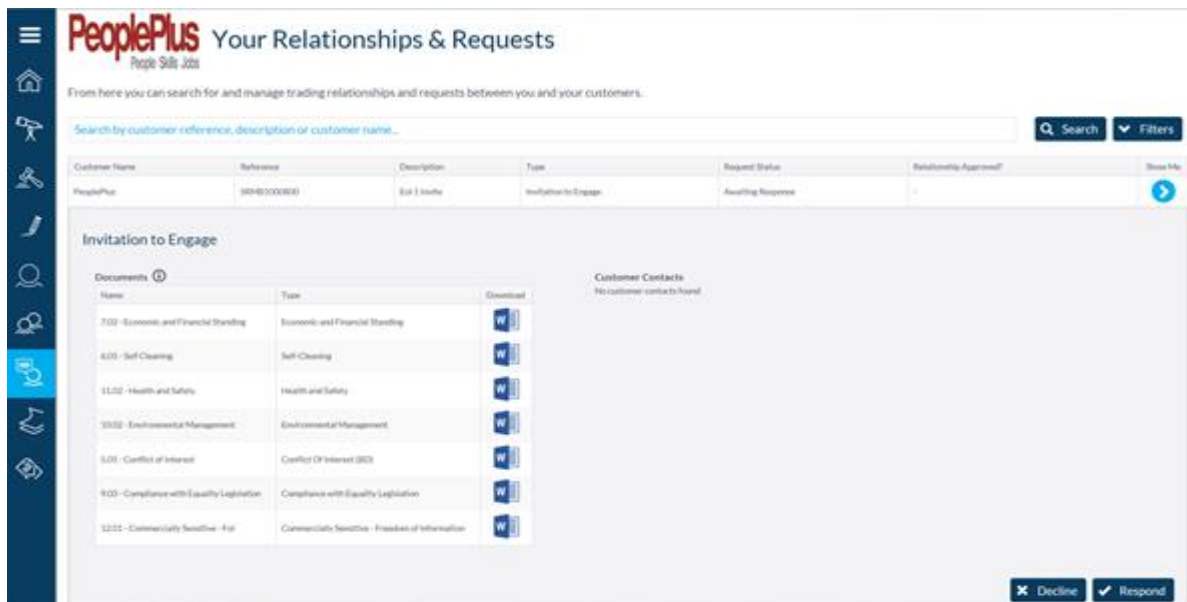
Staffordshire County Council	Kevin Ledger	Staffordshire Place 2, Tipping Street	Stafford, United Kingdom	Not Reviewed	
The City of Cardiff Council	Cardiff Council	County Hall, Abertis, Whitef	Cardiff, UNITED KINGDOM	Reviewed	
Torfaen County Borough Council	Admin User	Torfaen County Borough Council, City Centre	Portsmouth, United Kingdom	Not Reviewed	

## 3.0 Expression of Interest – Stage one

3.1 After registration and as part of the application process an email will be sent asking you to complete an initial Expression of Interest (EoI 1)

**NOTE:** The email will be for newly registered suppliers and existing delivery partners. Please follow the instructions that relate to your organisation.

**NOTE:** Once you are logged in and before starting stage one of the process, download the documents that relate to the EoI 1 (see screen shot below), you will not be able to return to this screen once you have started.



3.2 When you have downloaded the documents click '**Respond**'

3.3 Work your way through each section, some sections will be prepopulated from your registration but please check that these are correct and up to date (**For existing Delivery Partners do not amend prepopulated sections, these have been completed by our Contracts Team. However you can make additions**)

**NOTE:** In sections 3 & 6 where you need select a number of options use the icons to Add, Remove and Reset:



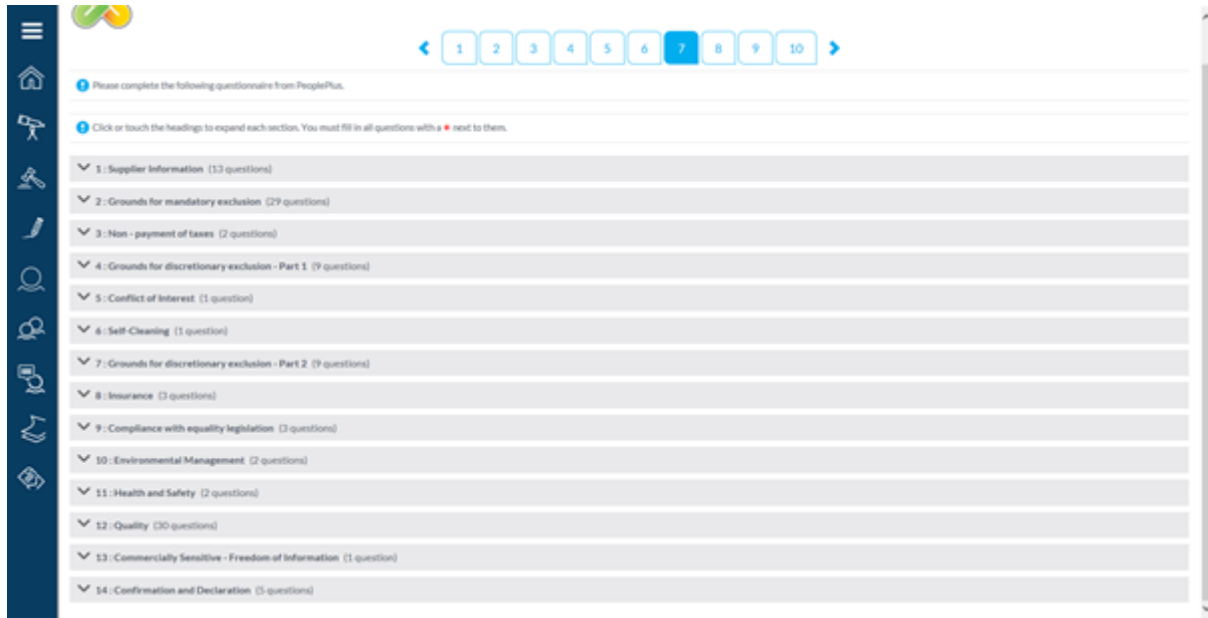
## 4.0 Section 7 – Questionnaire – Expression of Interest

4.1 Please complete all 14 sections of the Expression of Interest

**Note:** Section 7, **DOES NOT** have an option to save your progress, please read through first so you have all the information you need before starting to complete the EOI sections (7)

- 1: Supplier Information (not prepopulated)
- 2: Grounds for Mandatory Exclusion
- 3: Non Payment of Taxes
- 4: Grounds for Discretionary Exclusion – Part 1
- 5: Conflict of Interest (Attachment if Applicable)
- 6: Self Cleaning (Attachment if Applicable)

- 7: Grounds for discretionary Exclusion – Part 2 (Economic and Financial Standing) (Attachment if Applicable)
- 8: Insurance
- 9: Compliance with Equality Legislation (Attachment if Applicable)
- 10: Environmental Management (Attachment if Applicable)
- 11: Health & Safety (Attachment if Applicable)
- 12: Quality
- 13: Commercially Sensitive – Freedom of Information (Attachment if Applicable)
- 14: Confirmation and Declaration



4.2 On completion of the EoI 1 (section 7) please **check** you have completed all fields.

4.3 Complete the remaining three tabs

**NOTE:** At Section 10 (Final Tab) existing Delivery Partners must enter a new password

Should you need assistance at the registration / initial Expression of Interest stage please contact:  
[businessdevelopment@peopleplus.co.uk](mailto:businessdevelopment@peopleplus.co.uk)