



# SUPPLIER PAYMENT USER GUIDE

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# Introduction

This User Guide is to show you how to pay the annual software support fee to PROACTIS.

You will need to click on the link to the [PROACTIS Supplier Portal](#).

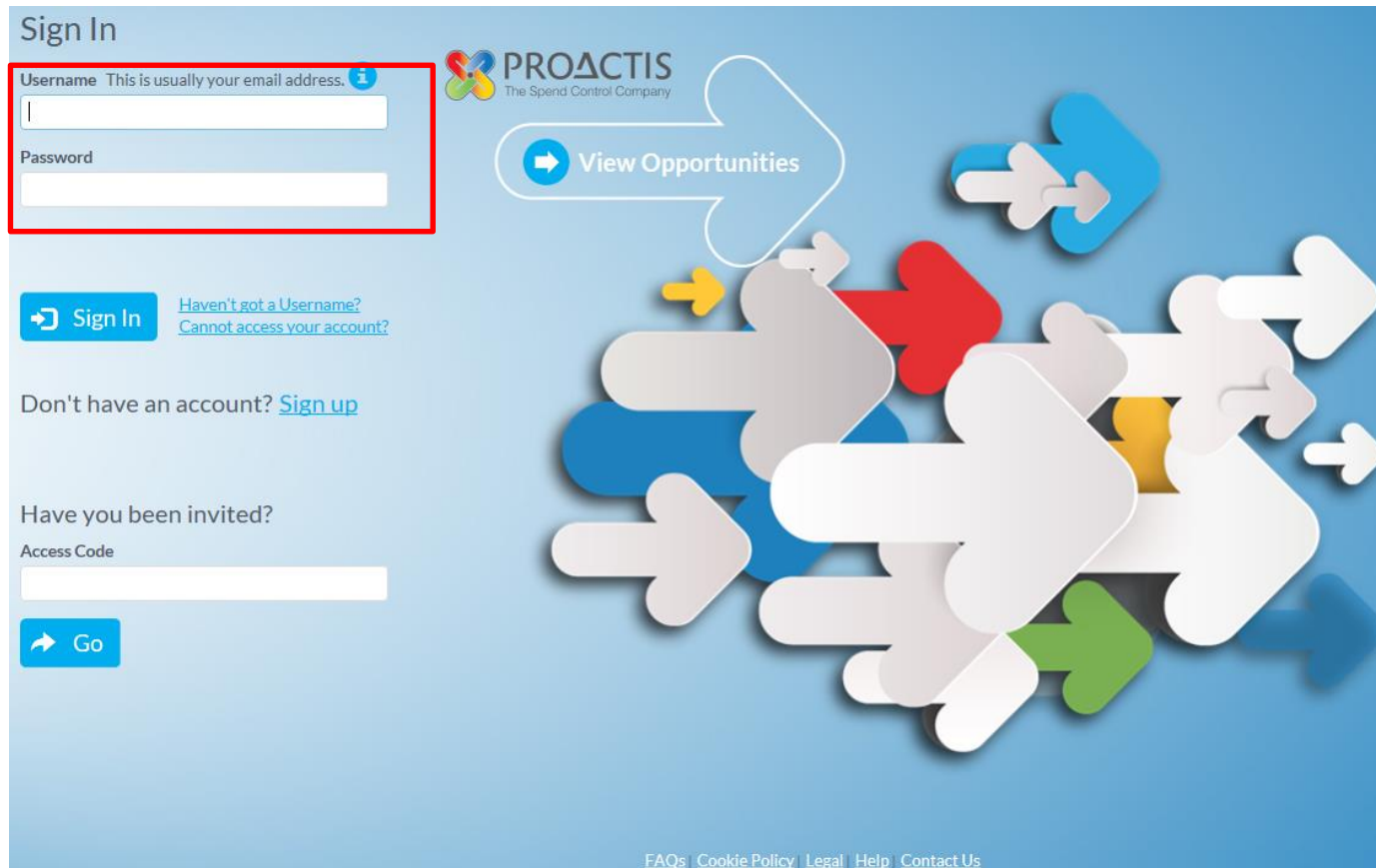
The portal will work best on the following web browsers...

- Microsoft Internet Explorer 9 or above
- Google Chrome
- Safari
- Firefox

If you are operating a web browser other than those stated above you may not be able to utilise the full functionality of the system.

# Supplier Portal Home Page

Once you've reached the Portal you should see the following:-



Sign In

Username This is usually your email address. [+](#)

Password

[View Opportunities](#)

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

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

Have you been invited?

Access Code

[Go](#)

[FAQs](#) | [Cookie Policy](#) | [Legal](#) | [Help](#) | [Contact Us](#)

Sign In to your user.

# Homepage

The screenshot displays the 'Supplier Network' homepage. On the left is a dark blue vertical navigation bar with icons for home, search, auction, gavel, pencil, profile, and group. The main area features a grid of dashboard tiles: 'Notifications' (0), 'Opportunities' (27), 'Orders' (0), 'Invoices' (0), 'Customer Relationships' (0), 'Customer Requests' (0), 'Auctions' (0), and 'Contracts' (0). Each tile includes a small icon. In the top right corner, the user profile 'Wally Waterville' (Ice Valley Limited) is shown with a dropdown menu containing options: 'Hi, Wally!', 'Your Business', 'Your Transactions', 'Help', 'Your Subscriptions' (highlighted with a red box), 'Change Password', and 'Sign out'. A red arrow points from the text below to the 'Your Subscriptions' option.

Click on the drop down arrow to the right of your Organisation Name and then click on Your Subscriptions

# Your Subscriptions Page



## Your Subscriptions

Wally Waterville  
Ice Valley Limited

From here you can manage your subscriptions.

### Available Subscriptions

#### Supplier Orders and Invoicing Subscription

Supplier subscription required for granting access to Orders and Invoicing functionality

12 Months

50.00 GBP + VAT

PayPal

Card Number

Expiration Date

CVV

Pay

### Current Subscriptions

You haven't bought any yet!

### Subscription History

You have no history to display!

Add your Credit / Debit card number, Expiry Date & CVV Code (3 digits on the reverse) in the appropriate fields then click on the Pay button. You can also pay by PayPal if you wish to by clicking on the PayPal button.

# Subscription Complete



## Your Subscriptions

From here you can manage your subscriptions.

### Available Subscriptions

Your subscriptions are currently up-to-date

### Current Subscriptions

Name	Description	Purchase Date	Expiry Date
Supplier Orders and Invoicing Subscription	Supplier subscription required for granting access to Orders and Invoicing functionality	10 March 2016	10 March 2017

1 - 1 of 1 Items

### Subscription History

You have no history to display!

Once your payment has been successfully received by PROACTIS you should see the above screen.

You will then be able to receive Purchase Orders from us (and any other Buyers who use the PROACTIS Portal) as well as be able to Invoice us Electronically.