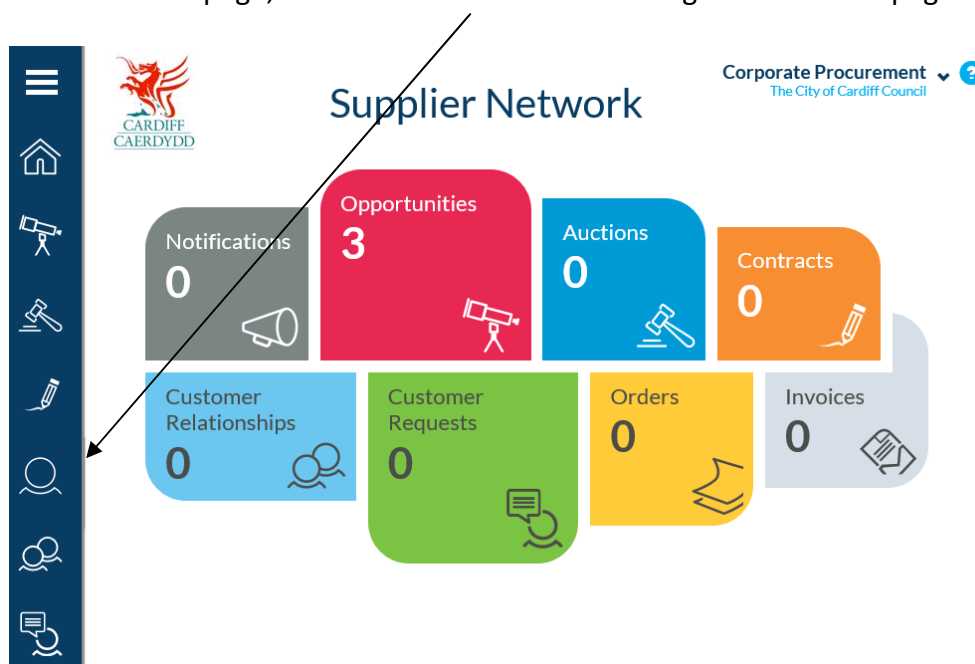


How to add The City of Cardiff Council as a Customer on PROACTIS

www.proactisplaza.com/supplierportal

I am already registered on Proactis, How can I tender for Cardiff?

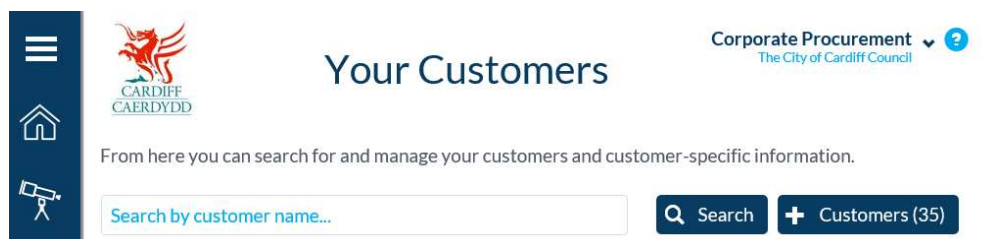
- Log in to the Supplier Portal with your Organisation details
- On the homepage, select the **Customers** icon along the left of the page



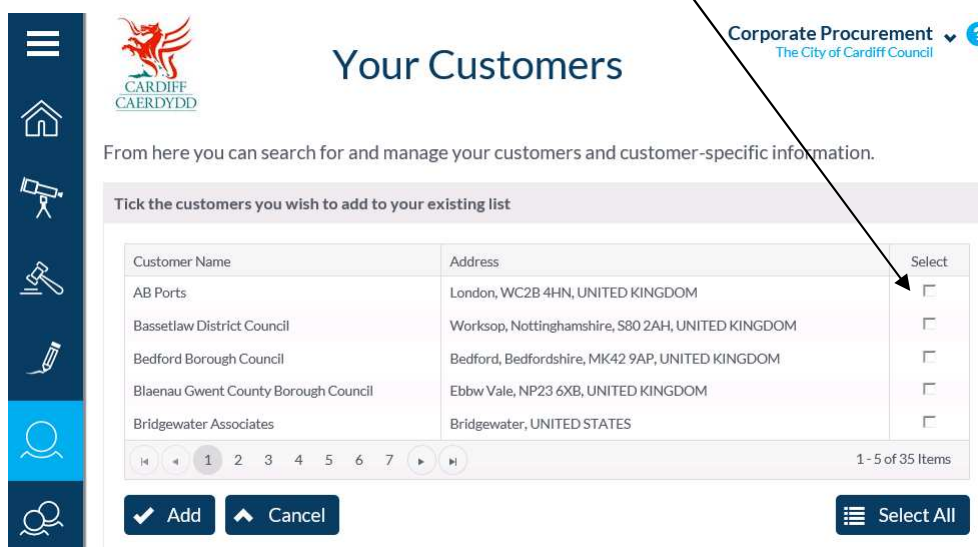
- Alternatively, select the Menu icon which will show options in greater detail



- The next page will show 'Your Customers', from here you can search for and manage your customers and customer-specific information
- To add multiple Customers either use the search facility or select the 'Customers' option



- Tick the Customer you wish to add to your profile



Corporate Procurement
The City of Cardiff Council

Your Customers

From here you can search for and manage your customers and customer-specific information.

Tick the customers you wish to add to your existing list

Customer Name	Address	Select
AB Ports	London, WC2B 4HN, UNITED KINGDOM	<input type="checkbox"/>
Bassetlaw District Council	Worksop, Nottinghamshire, S80 2AH, UNITED KINGDOM	<input type="checkbox"/>
Bedford Borough Council	Bedford, Bedfordshire, MK42 9AP, UNITED KINGDOM	<input type="checkbox"/>
Blaenau Gwent County Borough Council	Ebbw Vale, NP23 6XB, UNITED KINGDOM	<input type="checkbox"/>
Bridgewater Associates	Bridgewater, UNITED STATES	<input type="checkbox"/>

1 - 5 of 35 Items

Add Cancel Select All

- Once you have added all of the relevant customers including The City of Cardiff Council, use the **'Add'** button
- Selected customers will now appear in **'Your Customers'**