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1.0 Introduction

Redimo2 is the name for the DFE area of the Proactis supplier portal, which is the chosen e-Procurement system for the DfE and its executive agencies. The Proactis system promotes your capabilities to a wider audience and therefore allows you to be considered for a wider range of business opportunities.

The Proactis system and therefore Redimo2 can be accessed from any computer with internet capabilities. Before you can access any customer pages including the DFE Redimo2 area you will first need to self-register your details on the Proactis system to create a username and password.
1.01 Important information about your account details

The Proactis system is a fully self-service platform and it is important that you keep the details held within your profile up to date at all times. It is your data and you are responsible for maintaining it, particularly when you experience staff changes. Failure to do so may result in access problems and missed tendering opportunities for your organisation.

The Proactis system will not permit the same e-mail address to be used more than once for separate accounts, please ensure you use a unique e-mail address associated with each account.

1.02 Email protocol

Please register under your School/Organisation or Company name and use your organisation’s e-mail address where possible. Personal e-mail accounts can be used but please check your SPAM folder regularly to avoid missed communications. Central Government e-mail addresses cannot be accepted. Generic mailboxes can be used but be mindful of potential commercially sensitive information.

1.03 Education and Children Social Care DPS

Suppliers who are registered with the DFE via Redimo2 can take a further step to become an approved member of the ECSC DPS. The ECSC DPS enables the DFE to procure the services of Education and Children Social Care Advisers with specific specialist skills. Approval on the DPS allows members to receive invitations to bid for opportunities against the category codes for skill sets they have selected within their profiles.

Please Note: Applying for Membership to the ECSC DPS is an additional step to general DFE registration on the Redimo2 portal which requires submission of a completed application. The application form can be requested by accessing the ‘opportunities’ area of the portal and expressing interest in the ‘DPS 101 Education and Children’s social Care’ opportunity.

Further information and guidance on how to apply can be found via the ECSC DPS Contracts finder notice here.
2.0 DFE ‘Redimo2 Registration

Please note registration with the DFE is a 3-stage process (with a separate fourth stage for those wishing to join ECSC DPS)

- Stage 1 - Proactis Supplier Network registration
- Stage 2 - Activate your Proactis account
- Stage 3 - Select to engage with the DfE
- Stage 4 - Apply for Membership of the DPS (optional)

2.01 Stage 1 – Register a company or school on the Proactis supplier network

Access the supplier self-service area of Redimo2 via the following link:

https://supplierlive.proactisp2p.com/Account/Login/?cid=DFE

.Select ‘Sign up’ to begin your Proactis supplier network registration.
You will see the self-registration screen

- Click register
Please Note: If the details you submit are flagged by Proactis as matching an existing account you will receive an email advising that your registration can not be completed. If you have forgotten the login credentials for the existing account or do not know who has created it please contact Proactis directly using the contact details provided in their email.

2.02 Stage 2 - Activate your Proactis account

Subject to successful completion of Stage 1 you will receive the following email:

Dear xxxx

Your recent request to join the PROACTIS Supplier Network has been approved. Please use the web link below to complete the Registration Process.

https://SupplierLive.ProactisP2P.com/Account/Activation/Index?Mod=2&Req=x4ezkr2iglp21v5k6jyda6h1d0&cid=SUPPLIERERM

Once completed, it is advised you check your details in the “Your Business” area of the system (accessed from the top right corner where your Organisation’s Name is displayed which will open a menu of options), and further to affiliate yourself with Customers that will be advertising and inviting Suppliers to Opportunities please access the “Customer” Page (accessed from the Customer link in the left hand icon panel/menu) and add any relevant Customers to your list.

If you have any problems during this process please contact our Supplier Support Team via email at suppliersupport@proactis.com

This is an automated message. Please do not reply directly to this

- click the link provided in the email
- review and complete your profile

Mandatory fields denoted by *
Section 1 – Organisation Details

Please select at least one organisation type.

- LA’s, Schools and other Educational establishments should select ‘Government body’
- Voluntary and charitable Organisations should select ‘Third Sector’

Section 2 – Organisation Addresses - check and update as required
Section 3 – Organisation Users, check and add or amend as required

[Image of Customer Engagement Step 3 of 7]

Section 4 – Classifications - search and select the appropriate classifications for your organisation

[Image of Customer Engagement Step 4 of 7]

To add/remove classification codes within your profile tick all the appropriate codes and use the central arrows to move them to and from the added and available columns.
Section 5 – Primary Contact Details

Primary Contact Details

- Organisation Name
- Email Address
- First Name
- Surname
- Telephone Number

Section 6 – Proactis Terms and Conditions

PROACTIS Group Limited

User Licence

You must read the following before continuing

The use of the software provided by PROACTIS Group Limited is subject to the following User Licence. You must carefully read through the User Licence. By accepting the Licence you confirm that you have read the User Licence and that you agree to be bound by the terms and conditions of the User Licence at all times. If you are accepting the User Licence on behalf of a firm or corporate entity you warrant that you have the authority to do so.

If you do not agree to be bound by the User Licence you will not be able to activate and use the Software.

I have read and understood the PROACTIS Terms of Use for using the Supplier Network

Please read and accept or decline the Terms and Conditions for registration onto the Proactis Supplier Network, if you decline your registration can not be progressed
Section 7 – Login Details

Please note your password must be between 6 and 50 characters in length and must contain at least 2 number(s).

2.03 Stage 3 - Add the DFE as a customer you wish to engage with

- Log into the Proactis system using your created login details to access the DFE area known as ‘Redimo2’ via the DFE specific link: https://supplierlive.proactisp2p.com/Account/Login/?cid=DFE

- From the home screen click on the customer’s icon on the left hand menu
Click the + customers icon to expand the list of customers

Search for and Tick ‘Department for Education’ (customers are listed alphabetically)
➢ Click ‘Add’

Selected organisations will appear in the ‘Your Customers’ list, clicking on the blue ‘Show Me’ arrow will expand the details held for that customer.

Please Note: Once ticked and added you have successfully ‘Registered’ with the DFE, the status will show as ‘Not Reviewed’ as the information is self managed.
Click ‘Edit’

This takes you into the DFE specific area known as Redimo2

Complete the information requested within the Organisation type, Category Codes and Additional Data areas.

Mandatory fields denoted by *

- Organisation type – please select the organisation type by ticking the appropriate box

- Category codes – please select as many categories as relevant to the skills and services your organisation can provide, for the ECSC DPS you must select each individual code prefixed with ECSC that relates to the skills you can deliver, this is crucial to ensure you are sourced and invited to opportunities that match them. Failure to select the appropriate individual categories could result in opportunities being missed.
➢ To add/remove category codes tick all the appropriate codes and use the central arrows to move them to and from the added and available columns.

**Important:**

‘ALL: All Other ‘Open’ tender opportunities’ relates to all wider DFE opportunities offered outside of the ECSC DPS

The categories prefixed with ‘ECSC’ relate to the skills and services procured through the ECSC DPS. These categories are only effective when selected alongside a successful application to join the ECSC DPS. If not already completed please ensure you Register your Interest in ‘DPS101 Education and Childrens Social Care DPS’ from the opportunities page to receive an invitation to apply

Further guidance about the ECSC DPS and associated categories can be found via the ECSC DPS Contracts finder notice [here](#)

The ‘CB’ Categories should not be used as these relate to the expired OA Framework

➢ Additional Data – please complete all requested information
Click Save

IMPORTANT: Please ensure you update and maintain all information here and within your profile, failure to keep the information up to date may result in notifications and alerts being sent to out of date contact details and the inability to access opportunities of interest. The information supplied within your profile should be kept up to date to match any information you are required to provide within any bid or tender response questionnaire.

To check and update the information in ‘Your Business’ area please:

- Click on the in the top right hand corner on the downward arrow next to your name to access your profile details
- Click ‘Your Business’
You will see the following screen:

- Please review and maintain the information held in each of the tabs
- Click ‘Save’ to ensure all changes made are recorded

2.04 Stage 4 (Optional) – Register Interest and Apply for approval onto the Education and Childrens Social Care DPS

Please see ECSC Membership guidance on how to register interest and apply to join the ECSC DPS [here](#)