Contents
Adding Payment Details for the First Time................................................................. 3
Amending/Updating Payment Details........................................................................ 6
Adding Payment Details for the First Time

Firstly, login to your DFID Supply Partner account via the Supply Partner Portal: https://dfid.proactisportal.com using your organisation’s registered email address and password. You can use the ‘Cannot access your account’ option if you have forgotten the password.

If you do not have an account, please first read the registration user guide or watch the video guide available here: https://www.gov.uk/government/organisations/department-for-international-development/about/procurement#how-to-become-a-supplier

Once logged in, click on the Customers option on the left-hand side of the page:

On this page, DFID should already be listed as a customer. If they are not, (ie the list of Customers is blank) then you must first add DFID as a customer in order to provide the payment details. Click on the + Customers option:
DFID should then appear as an option to add. Tick the **Select** box next to DFID and then click **Add**.

You have now successfully added DFID as a customer.

To begin adding your payment details, click on the **Edit** option.

Firstly, you must select an appropriate geographical region under the **Geographies** tab.

Next, click on the **Additional Data** tab. Here, you will be able to provide further detail to DFID including your payment details. Please complete all mandatory fields and complete the appropriate banking fields to facilitate payment.
Click **Save**

You will get a message in the top right hand corner confirming your changes have been made.
Amending/Updating Payment Details

Firstly, login to your DFID Supply Partner account via the Supply Partner Portal: https://dfid.proactisportal.com using your organisation’s registered email address and password. You can use the ‘Cannot access your account’ option if you have forgotten the password.

Once logged in, click on the Customers option on the left-hand side of the page:

To make changes to your payment details, click on the Edit option.

<table>
<thead>
<tr>
<th>Customer Name</th>
<th>Primary Contact</th>
<th>Address</th>
<th>Town</th>
<th>Status</th>
<th>Show Me</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department for International Development (DFID)</td>
<td>Proactis Admin User</td>
<td>Department For International Development, Abercornble House, Eaglesham Road, East Kilbride</td>
<td>Glasgow, UNITED KINGDOM</td>
<td>Not Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

Documents
No documents found

Customer Contacts
No customer contacts found

[Image of login page and customers section]
Click on the **Additional Data** tab and make any changes.

Click **Save**

You will get a message in the top right-hand corner confirming your changes have been made.