



Department
for International
Development



Managing your Payment Details

DFID Supply Partner Portal User Guide

Contents

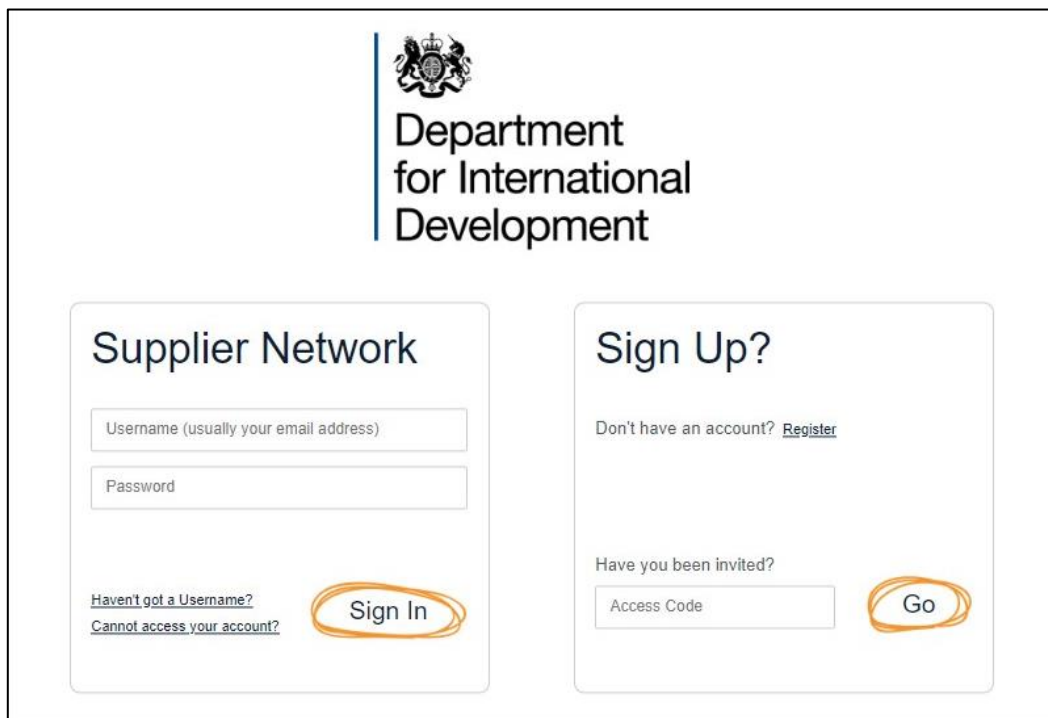
Adding Payment Details for the First Time.....	3
Amending/Updating Payment Details.....	6

Adding Payment Details for the First Time

Firstly, login to your DFID Supply Partner account via the Supply Partner Portal:

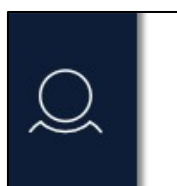
<https://dfid.proactisportal.com> using your organisation's registered email address and password. You can use the 'Cannot access your account' option if you have forgotten the password.

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>



The screenshot shows the DFID Supply Partner Portal login and registration interface. At the top, the Department for International Development logo is displayed. Below the logo, there are two main sections: 'Supplier Network' and 'Sign Up?'. The 'Supplier Network' section contains a 'Username (usually your email address)' field, a 'Password' field, and a 'Sign In' button. There are also links for 'Haven't got a Username?' and 'Cannot access your account?'. The 'Sign Up?' section contains a 'Don't have an account? Register' link, a 'Have you been invited?' section with an 'Access Code' field and a 'Go' button.

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**.

Tick the customers you wish to add to your existing list

Customer Name	Address	Select
Department for International Development (DFID)	Glasgow, South Lanarkshire, G75 8EA, UNITED KINGDOM	<input type="checkbox"/>

Add

You have now successfully added DFID as a customer.

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

Customer Name	Primary Contact	Address	Town	Status	Show Me
Department for International Development (DFID)	Proactis Admin User	Department For International Development, Abercrombie House, Eaglesham Road, East Kilbride	Glasgow, UNITED KINGDOM	Not Reviewed	

Documents

No documents found

Customer Contacts

No customer contacts found

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.

Edit Customer Information
English (United Kingdom)

Department for International Development

Rob Test

From here you can amend customer specific information for Department for International Development (DFID).

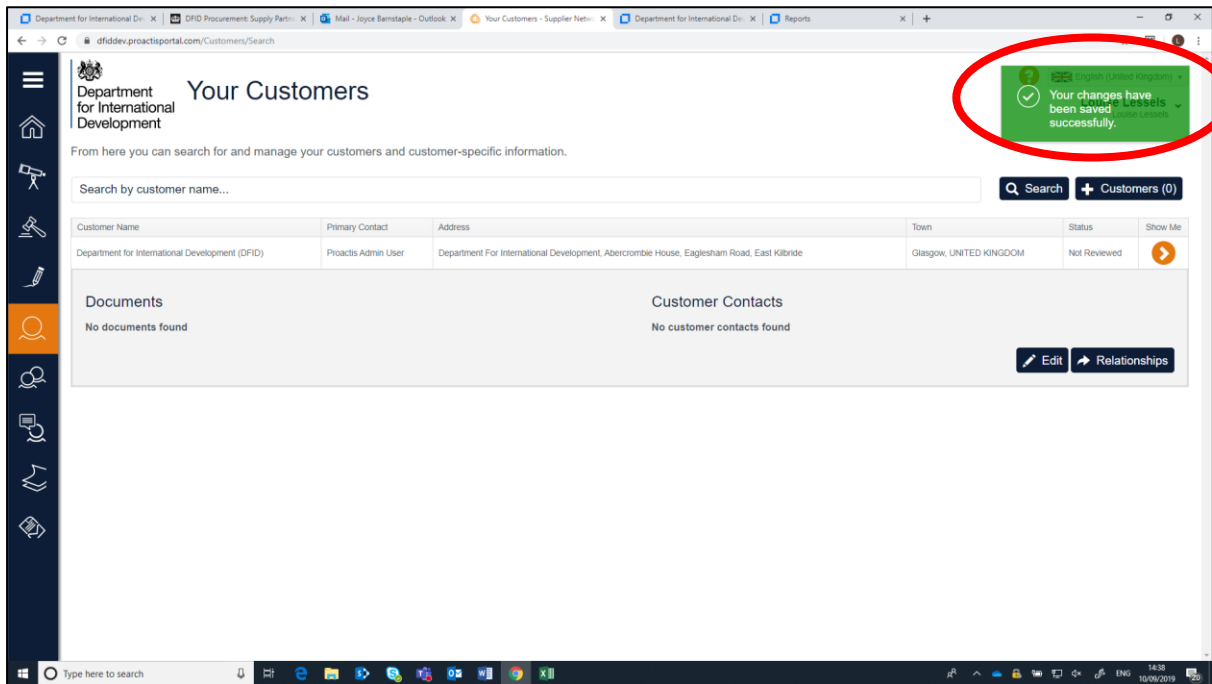
Geographies
Additional Data !

Additional Data

<p>Organisation:</p> <p>Balance Sheet Total: * N/A</p> <p>Headcount: * <10</p> <p>Turnover: * N/A</p> <p>Website: <input type="text"/></p> <p>International Aid Transparency Initiative (IATI) details: IATI Reference No: <input type="text"/></p> <p>For information regarding registering with IATI please follow the link below: https://iatistandard.org/en/iatistandard/</p> <p>DAC Code:</p>	<p>Name on Account: <input type="text"/></p> <p>Name of Bank: <input type="text"/></p> <p>Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>Address Line 3: <input type="text"/></p> <p>Address Line 4: <input type="text"/></p> <p>Town/City: <input type="text"/></p> <p>County/State: <input type="text"/></p>
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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.

Customer Name	Primary Contact	Address	Town	Status	Show Me
Department for International Development (DFID)	Proactis Admin User	Department For International Development, Abercrombie House, Eaglesham Road, East Kilbride	Glasgow, UNITED KINGDOM	Not Reviewed	

Documents

No documents found

Customer Contacts

No customer contacts found

Edit
 Relationships

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.