Searching for Opportunities on Proactis Portal

Updated August 2017
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All Luton opportunities will be advertised on the Proactis portal

To view our opportunities please follow the guide below

Searching for Opportunities:

Log in to the Proactis portal

Please note if this is your first time logging in you will need to answer a few questions to check some information on the system

The following screen will load
Click on Find opportunities as shown above

The following screen will load

To narrow your search for Luton opportunities click on Portals as shown above

This will load a list of organisations to choose from

Scroll to Luton Borough Council
Select Luton Borough Council by clicking on it

Scroll down the page

Please note you can filter further by using keywords and dates

Click on **update** as shown below
This will load all opportunities currently open at Luton Borough Council

To view an opportunity click on the title of the project as shown above

The following screen will load
This will show you further details of the opportunity

To register your interest click on Register interest in this opportunity as shown above

The following screen will load

To view the opportunity click on activities centre as shown above

The following screen will load
Click on the title as shown above
The following screen will load

To start your response click on start as shown above
The following screen will load
From this screen you can see the time remaining to submit your response, any attachments, the details of the opportunity and the terms and conditions.

To start a response click on **Start my response** as shown above.

The following screen will load:

Please read the details and click on **Continue**
The following screen will load

You can add any details you need to in the Supplier reference, response information and additional information as shown above

Click on **Continue**

The following screen will load
To respond to any questions click on Edit response as shown above

The following screen will load

Click on Answer question as shown above

The following screen will load
Submit your answer in the box shown above.

To move onto the next question click on Save and next.

Once all the questions have been answered the following screen will load.

All the questions will need to be green as shown above.

The progress bar will confirm if all the questions have been answered.
Scroll to the bottom of the page and you will see a back button as shown below

Click on **Back**

The following screen will load

The terms & conditions with need to be accept/decline as shown above
Once you have accepted the terms & conditions you will see the terms & conditions box has Accepted as shown above.

The submission checklist will need to be green before you can submit your response as shown above.

You can add attachments by clicking on Add attachment.

Once you are happy that your response is complete you will need to submit your response as shown below.
The following screen will load once you click on Submit response
Click on **Submit response** as shown above

The following screen will load
This will confirm your response has been submitted as shown above.

Any further issues you may have on your response will need to be directed to the Proactis supplier helpdesk.

A separate guide is available on our website on how to access this helpdesk.