How to: Amend your details for University of Sussex

1. Bank Details and Email Addresses

Log into the Proactis Supplier Portal using your username (email address) and Password. <u>https://supplierlive.proactisp2p.com/Account/Login</u>

On the taskbar on the left hand side select "Customers"
 (single head icon – as in image to the left, highlighted light blue).
 Search University of Sussex





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

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How to Amend Email, Bank, Address and User Details – Supplier Side 20210610

- Please ensure there are no spaces or symbols in the fields, e.g. hyphens, dots,
 - dashes, slashes or brackets
- UK bank sort-codes should be in the following format: 123456 (no spaces or symbols)
- If you wish to be paid in GPB via UK BACS, please *do not add* an IBAN or Swift.
- Please ensure your email addresses for Purchase Orders, Invoice Queries and Remittance Advice are correct.
- Please provide a copy of your bank details on headed paper to <u>suppliers@sussex.ac.uk</u> for verification.

DON'T FORGET TO CLICK SAVE!!

2. Address and Telephone Number

Once you have accessed the portal you can update your address by clicking on the icon in the top right of the "Supplier network" window and following the drop down to "YOUR BUSINESS".



Navigate to "ADDRESSES"

	Your Business	?	Kelly Feldman v University of Sussex
A	bout You Addresses Users What You Sell Documents CIS Preferences		
Primary	Address	Enabled	Action
۲	Sussex House, Falmer, Brighton, BN1 9RH, UNITED KINGDOM	~	Ø
		÷	Add Address

Here you can see the address for your organisation.

Click on the blue pencil to edit.

3. Adding New/Amending Users

Once you have accessed the portal you can update your USERs by clicking on the icon in the top right of the "Supplier network" window and following the drop down to "YOUR BUSINESS".

Navigate to "USERS"

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R	Username ¥	Full Name	Email Address	General Contact	e- Procurement Contact	Sales Contact	Payment Contact	Action
Ĩ	k.feldmanUAT@sussex.ac.uk	Kelly Feldman	k.feldman@sussex.ac.uk	×	×	×	×	

You can Edit (pencil icon) or Delete (cross icon) users and it is your responsibility to give access to records as per your own organisations policies – please bear in mind bank details are visible and editable if during the process you give the "Administrator" access.

To ADD a new user use the "add user" button

User Details Contact Type				
Email Address \star	Telephone Number *			
First Name *	Mobile Number			
Surname *	Fax Number			
User is an Administrator ①	Address Sussex House, Falmer, Brighton, BN19RH, 🔻			
🖌 Username same as Email address	Language			
	English (United Kingdom)			

Complete the details required (make administrator if you deem it appropriate) in the USER DETAILS window. Then choose the category appropriate for the User in the "contact Type" window.

NB: please be aware that the USER details are just for use in terms of portal and profile management. The email details the university holds for PO's and queries is that set in the "ADDITIONAL INFORMATION" tab (Point 1 of this document). The address details are set by Point 2 of this document).