



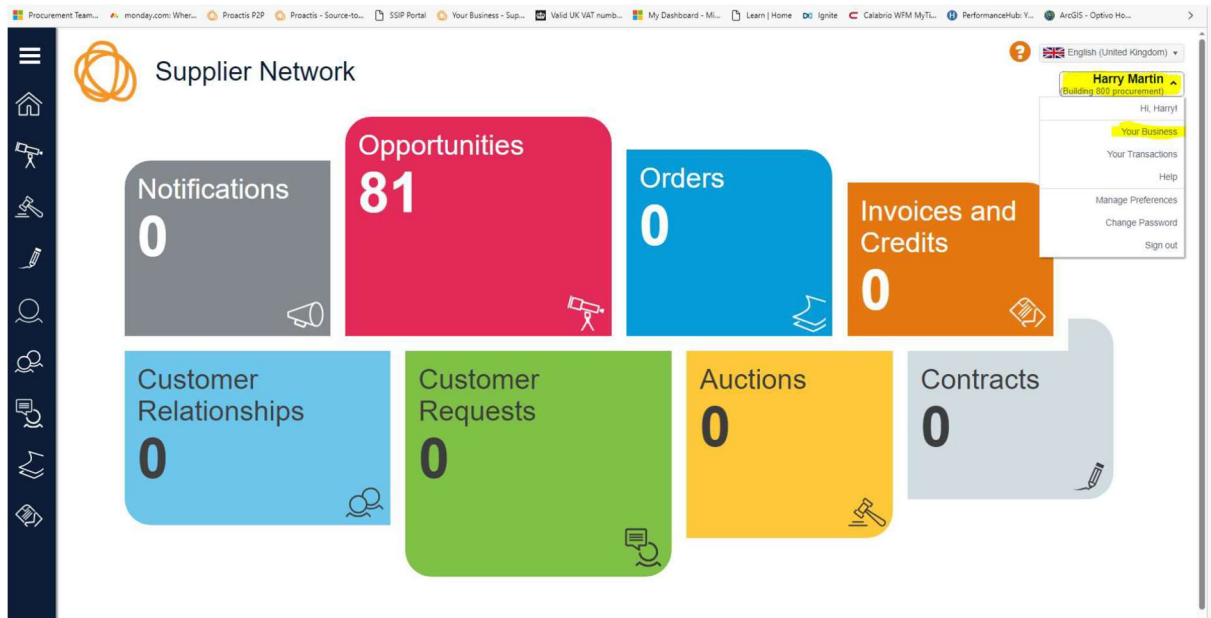
# Procurement

## SUPPLIER RELATIONSHIP MANAGEMENT

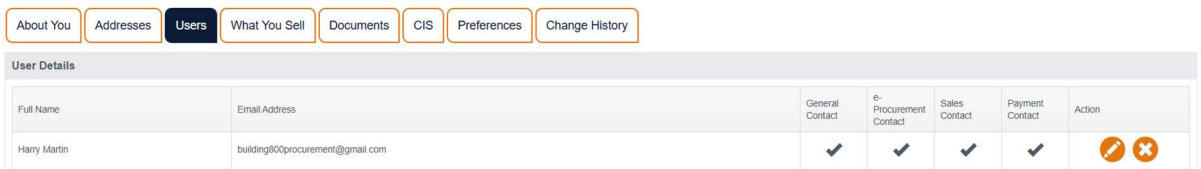


### Amending/Adding Users on your Proactis Account

1. If you're looking to change your main admin on this account, please click your name in the top right and go to 'Your Business'



2. Go to the 'Users' tab. To change the main admin, please select the orange pencil on the right side.



- You can then change the email address, update contact information, and set or remove this person as an administrator.

User Details
Contact Type

**Email Address \***

**Telephone Number \***

**First Name \***

**Mobile Number**

**Surname \***

**Fax Number**

**User is an Administrator** ⓘ

**Username same as Email address**

**Address**

**Language**

To change your password please enter the required password in the fields below:

**\*You can change the password too if need be.**

- If you want to add a user, please follow steps 1 and 2 above. Instead of selecting the orange pencil you'll see the 'Add User' button in the bottom right corner.

Documents
CIS
Preferences
Change History

	General Contact	e-Procurement Contact	Sales Contact	Payment Contact	Action
nent@gmail.com	✓	✓	✓	✓	
ernhousing.org.uk	✗	✗	✗	✗	
ernhousing.org.uk	✓	✓	✓	✓	
ernhousing.org.uk	✓	✓	✓	✓	

+ Add User

5. Please enter in their information and set as administrator if necessary. You can select their contact types on the second tab.

Add/Amend User ×

**User Details** **Contact Type**

**Email Address \***

**Telephone Number \***

**First Name \***

**Mobile Number**

**Surname \***

**Fax Number**

**User is an Administrator** ⓘ

**Username same as Email address**

**Address**  
800 building 800, sittingbourne, kent, ME9... ▾

**Language**  
English (United Kingdom) ▾

**OK**  **Cancel**

Add/Amend User ×

**User Details** **Contact Type**

**General contact**

**Sales contact**

**Payment contact**

**E-procurement contact**

**OK**  **Cancel**