



# Guidelines Vendor Registration & Bid Submission

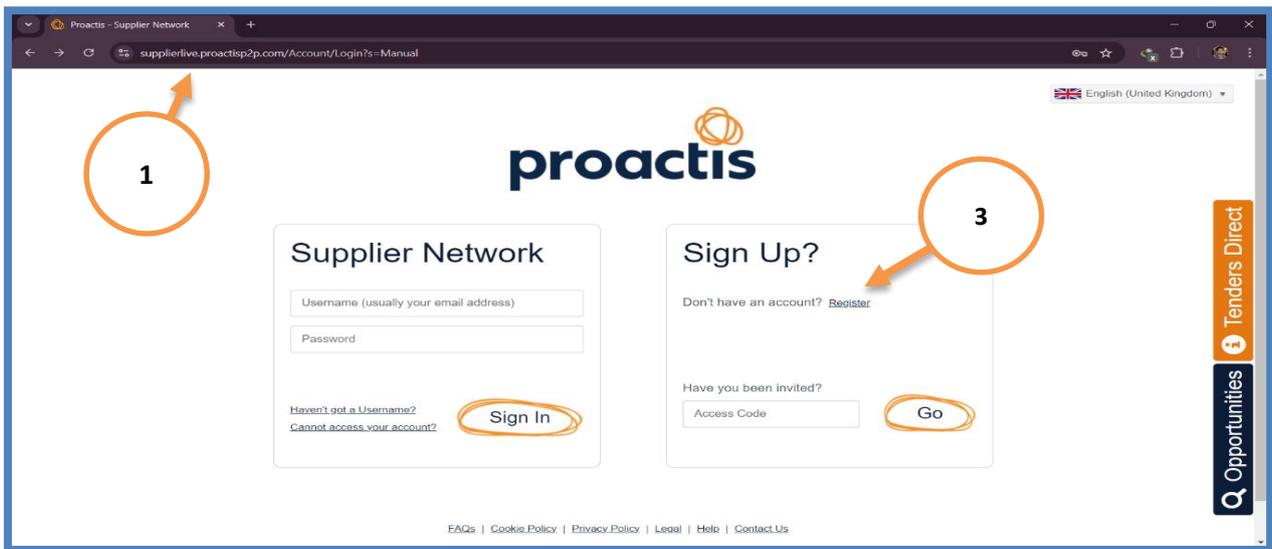
**Islamic Relief (Pakistan)**

**User Guide**

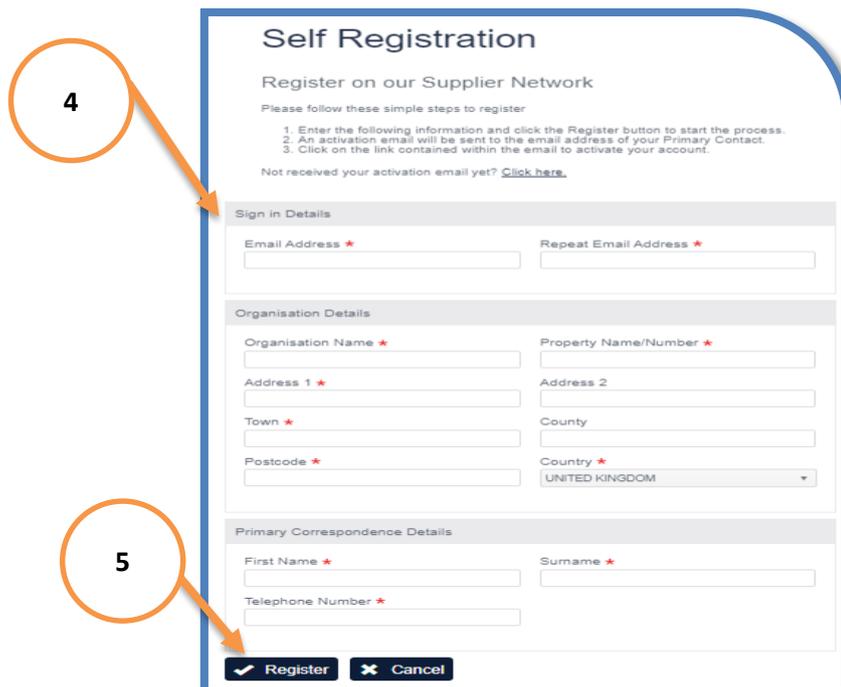
# Vender Registration Guidelines

## 1 How to Register in Proactis:

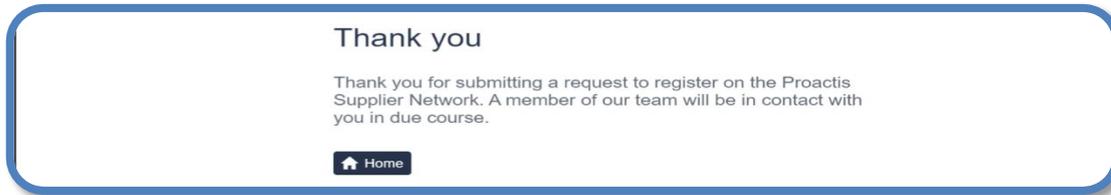
1. Open the following website: <https://supplierlive.proactisp2p.com/>
2. The login screen will appear.
3. For new supplier/company/organization registration, click “Register”.



4. After clicking Register, a new Self registration form will appear.
5. Fill in all the (\*) mandatory fields as shown in Image and click “Register”.



6. After submitting the form, a confirmation message will appear on the screen.

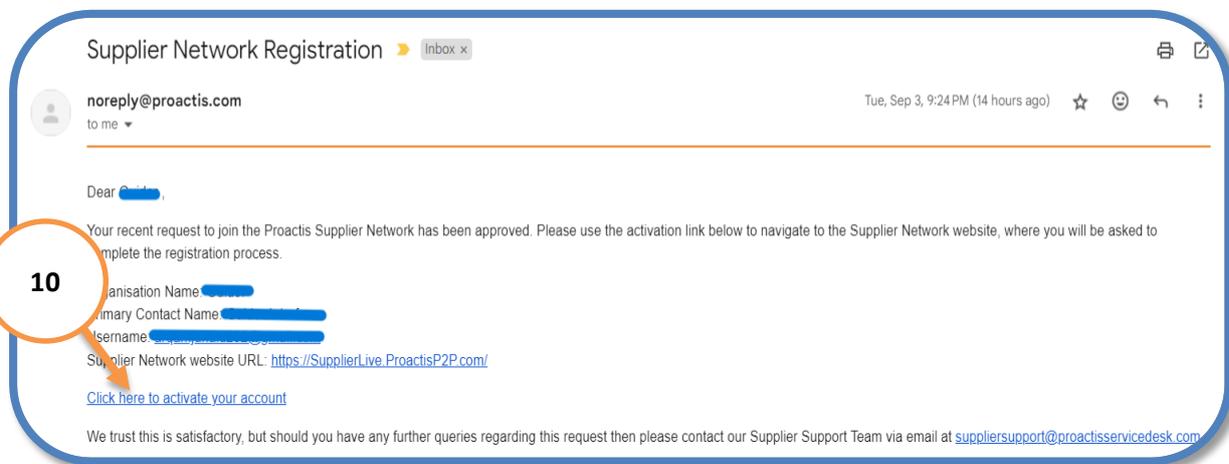


7. Open the **official email address** you used during registration.

8. You will receive a verification email from Proactis.

9. If it is not in your inbox, please check the Spam/Junk folder.

10. Open the email and click **“Click here to Activate your Account”**

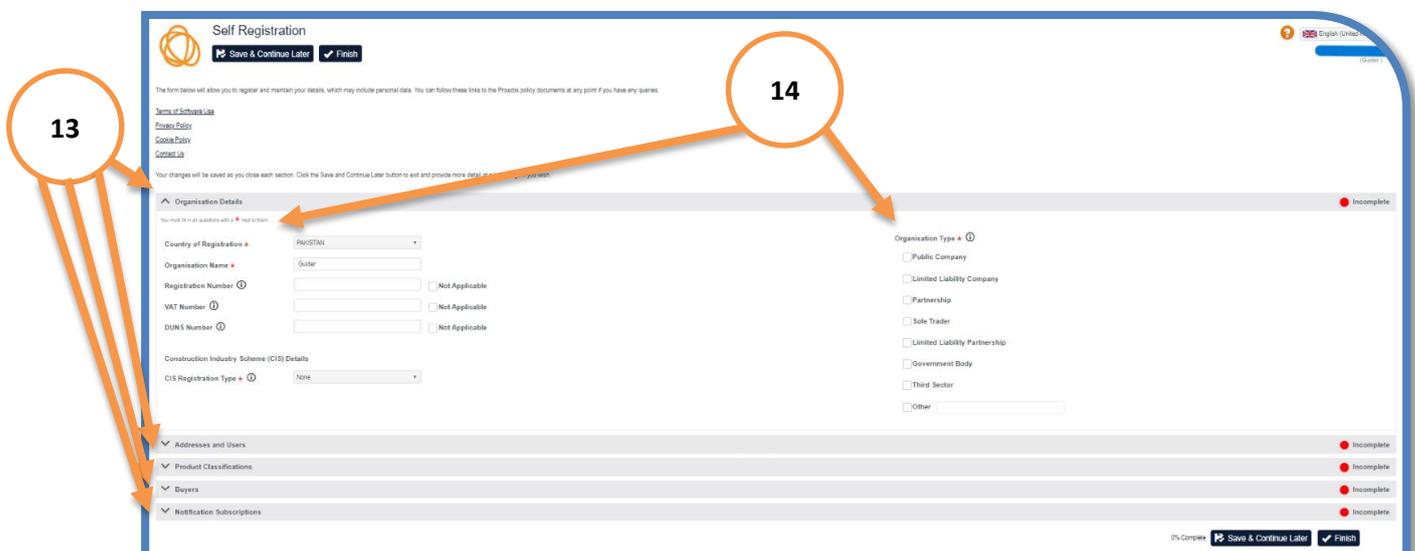


11. After activation, a new screen with five tabs will appear.

12. These tabs must be completed one by one.

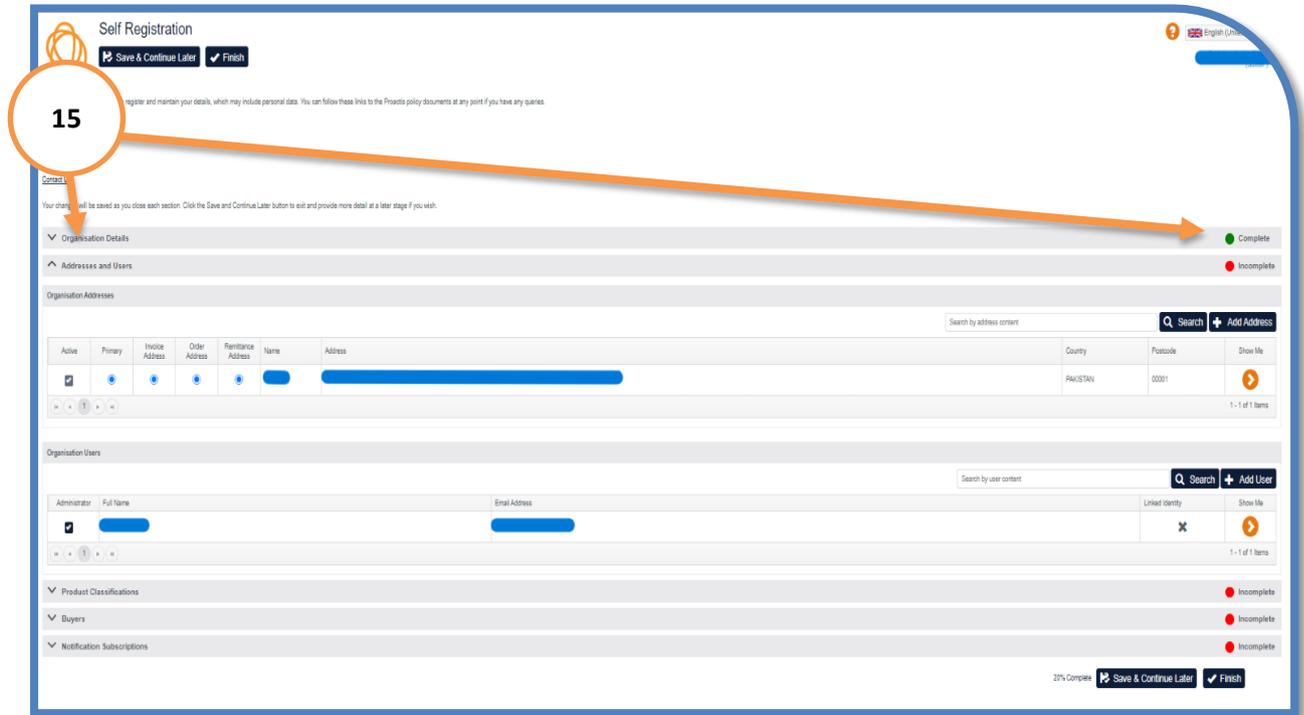
13. After activation, a new screen with **five tabs** will appear. These tabs must be completed one by one.

14. Fill in all the required information under the first tab.



### 15. Click on “Addresses and Users.”

A new screen will open, and the previous tab will show **Complete**. Review your information for accuracy.



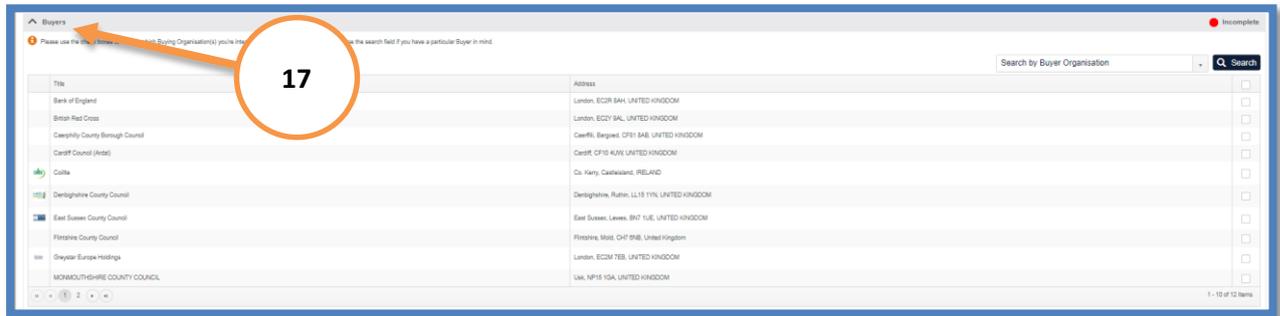
### 16. Click “Product Classification.”

Select your company’s specialties from the Available list and click the arrow icon to move them to the Added section.



17. Click the **“Buyers”** tab.

Select the checkbox if required (this step is optional).

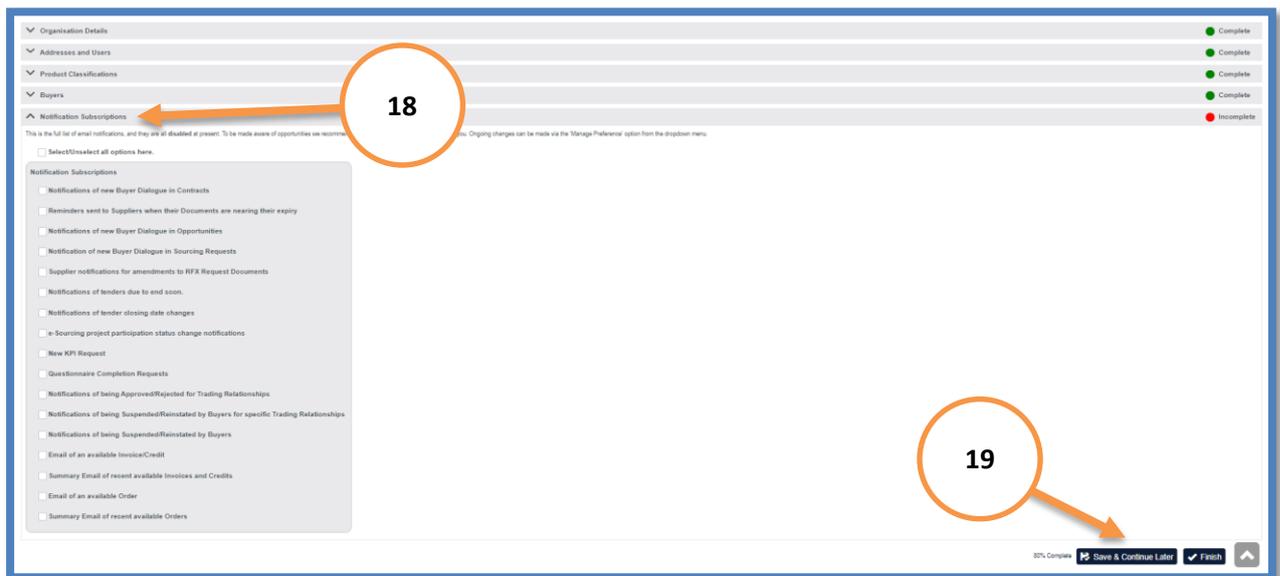


18. Click **“Notification Subscription.”** Tab.

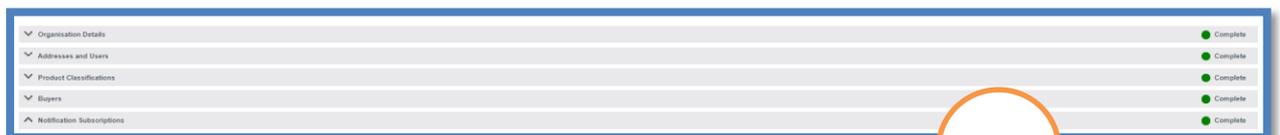
Select the check box for notifications you want to receive.

19. After completing each tab, click **“Save & Continue Later”**

This ensures your information is not lost, and you can return later to continue.



20. Once all tabs are complete, they will all show as **complete**.



21. Once all tabs are fully completed Click **“Finish.”**

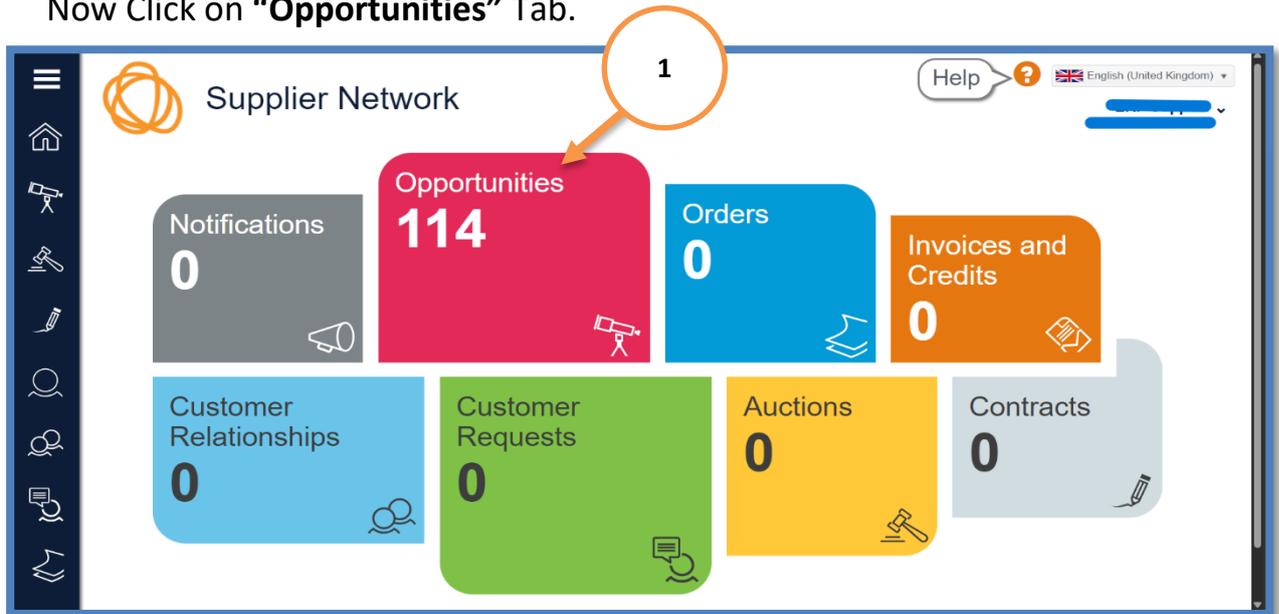


Your registration is now successfully completed.

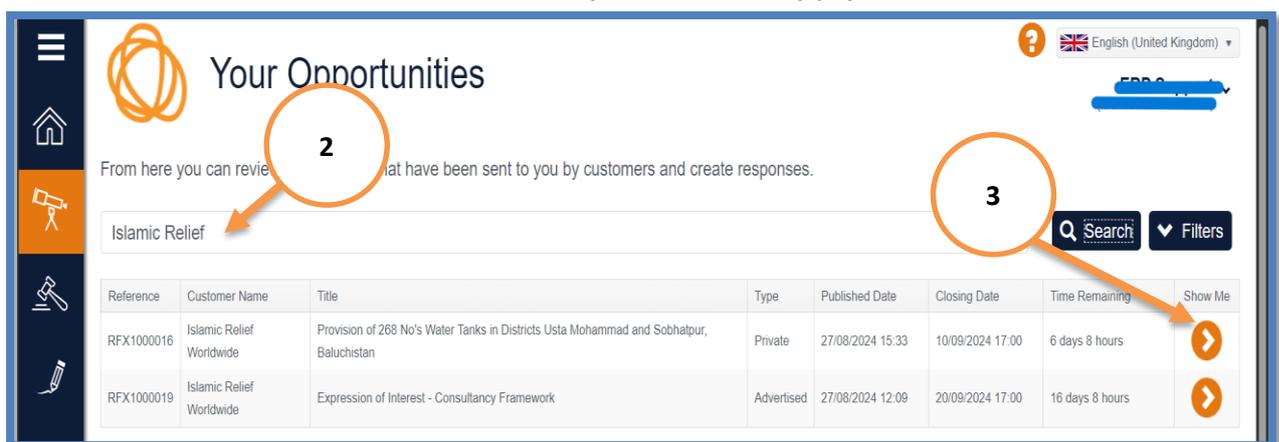
# Bids Submission Guidelines

## 2 How to Apply on Tenders of Islamic Relief.

1. After Registration, A home screen will appear as shown below.  
Now Click on **“Opportunities”** Tab.

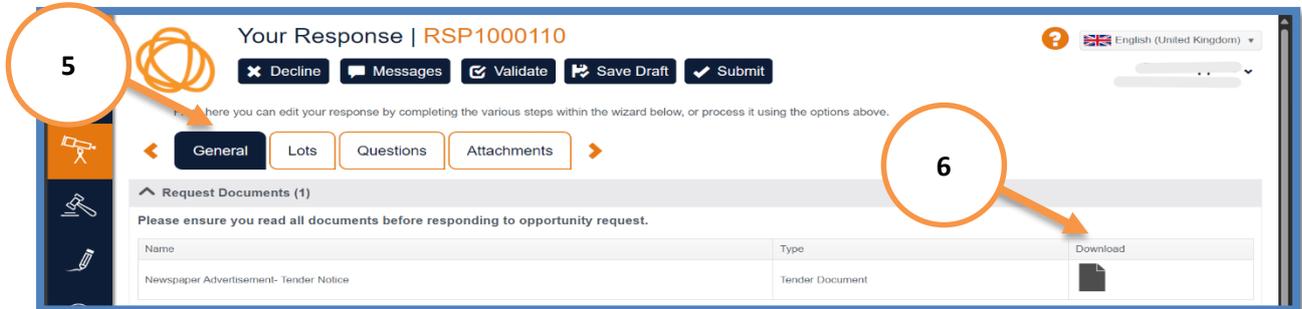


2. A new screen will open. In the search bar, type **“Islamic Relief”**.
3. Click the icon ➔ next to the tender you want to apply for.

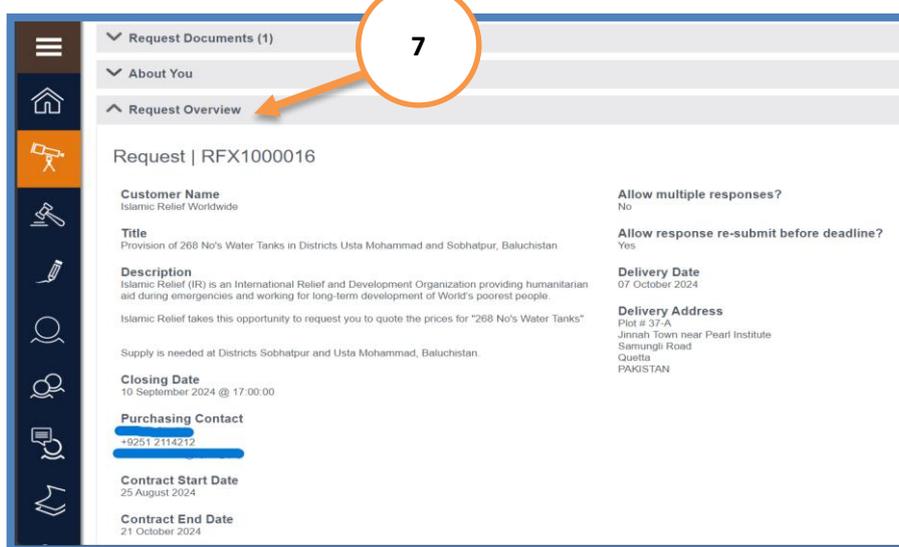


4. A new tender screen will open with **four sections** appear. Open each tabs and one by one and fill the data accordingly.

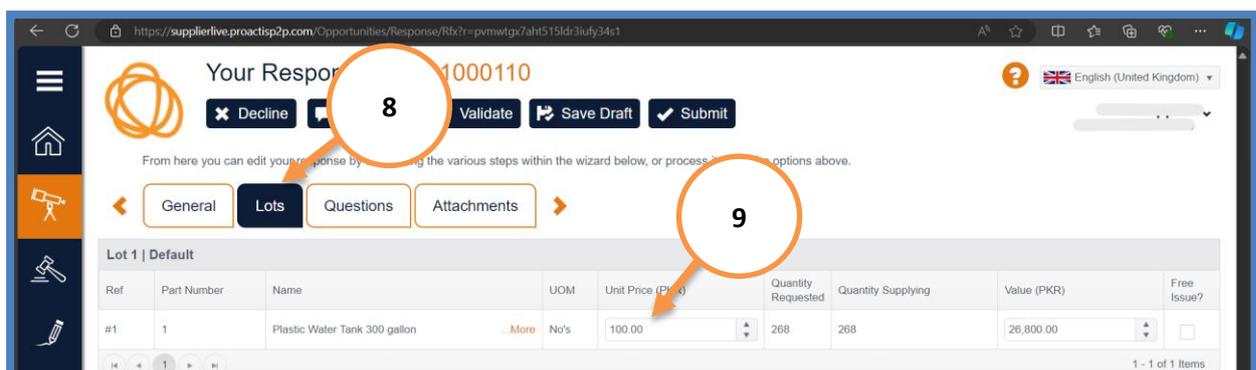
5. In the “General” tab, you will show the **Request Documents** and **Request Overview** Tabs. Open one by one and read carefully.
6. By clicking “Request Document”, section. You can download tender notices.



7. By clicking “Request Overview”, section. To view tender details.  
This tabs will provide tender information such as (tender documents, Title, description, opening & closing dates etc.)

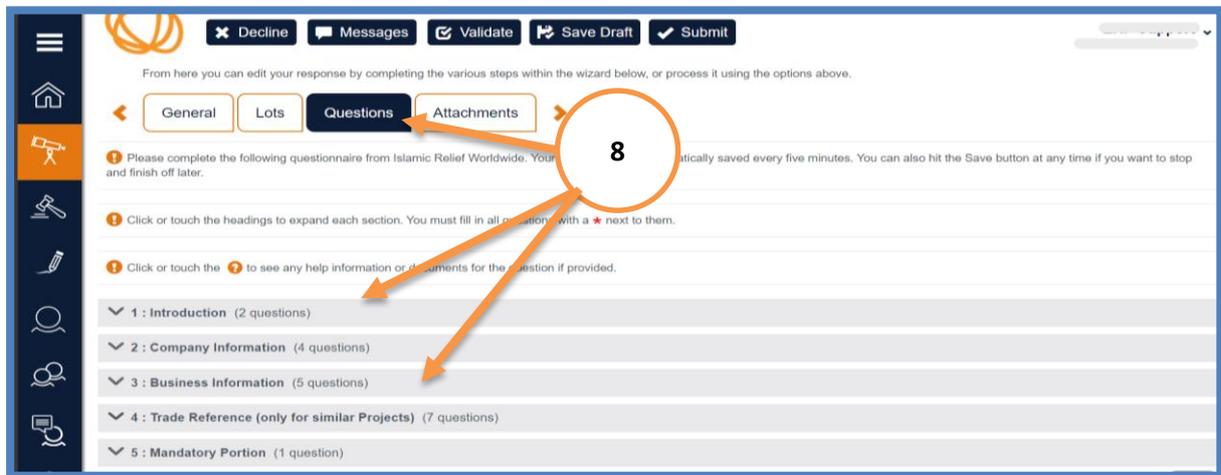


8. Then Click the “Lots” section. To see the BOQ (Bill of Quantities).
9. Read Carefully the items Description and enter your prices accordingly, the system will automatically calculate the total amount based on the quantity.

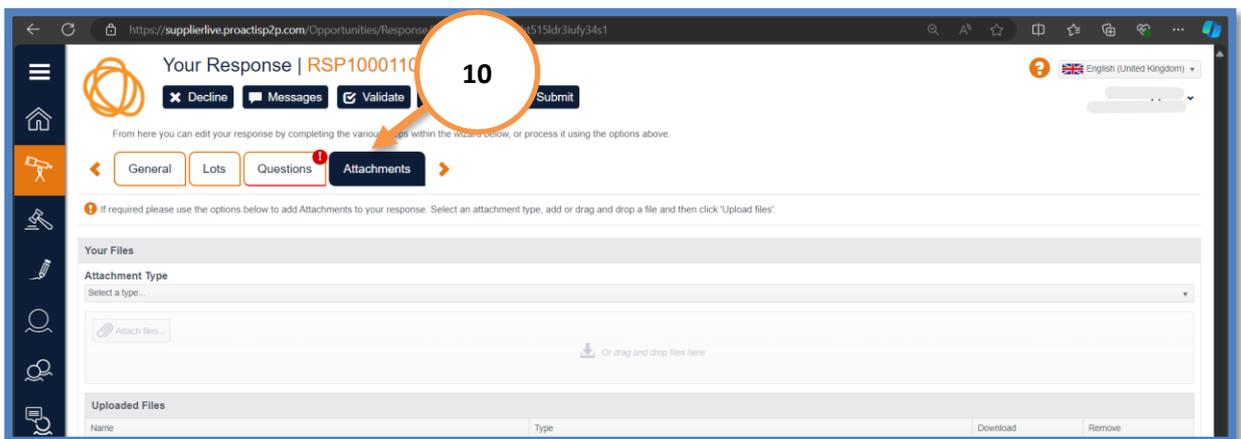


10. Then go to the “Questions” section and fill in all required company and contact information.

*Completely fill out each tab one by one in this section and also provide document where required.*



11. In the “Attachment” Section, upload all relevant documents which are required for the tender.



12. After completing each tab, click “Save Data.” Button.

This ensures your information is not lost, and you can return later to continue.

13. Once all tabs are fully completed, click “Submit.” Button.



Your tender application will be submitted successfully.