



Department
for Education

Redimo2: supplier registration guidance

July 2018

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1.0 Introduction

Redimo2 is the name for the DFE area of the Proactis supplier portal, which is the chosen e-Procurement system for the DfE and its executive agencies. The Proactis system promotes your capabilities to a wider audience and therefore allows you to be considered for a wider range of business opportunities.

The Proactis system and therefore Redimo2 can be accessed from any computer with internet capabilities. Before you can access any customer pages including the DFE Redimo2 area you will first need to self-register your details on the Proactis system to create a username and password.

1.01 Important information about your account details

The Proactis system is a fully self-service platform and It is important that you keep the details held within your profile up to date at all times. It is your data and you are responsible for maintaining it, particularly when you experience staff changes. Failure to do so may result in access problems and missed tendering opportunities for your organisation.

The Proactis system will will not permit the same e-mail address to be used more than once for separate accounts, please ensure you use a unique e-mail address associated with each account.

1.02 Email protocol

Please register under your School/Organisation or Company name and use your organisation's e-mail address where possible. Personal e-mail accounts can be used but please check your SPAM folder regularly to avoid missed communications. Central Government e-mail addresses cannot be accepted. Generic mailboxes can be used but be mindful of potential commercially sensitive information

1.03 Education and Childrens Social Care DPS

Suppliers who are registered with the DFE via Redimo2 can take a further step to become an approved member of the ECSC DPS

The ECSC DPS enables the DFE to procure the services of Education and Children Social Care Advisers with specific specialist skills.

Approval on the DPS allows members to receive invitations to bid for opportunities against the category codes for skill sets they have selected within their profiles.

Please Note: Applying for Membership to the ECSC DPS is an additional step to general DFE registration on the Redimo2 portal which requires submission of a completed application. The application form can be requested by accessing the 'opportunities' area of the portal and expressing interest in the 'DPS 101 Education and Children's social Care' opportunity

Further information and guidance on how to apply can be found via the ECSC DPS Contracts finder notice her

2.0 DFE 'Redimo2 Registration

Please note registration with the DFE is a 3-stage process (with a separate fourth stage for those wishing to join ECSC DPS)

- Stage 1 - Proactis Supplier Network registration
- Stage 2 - Activate your Proactis account
- Stage 3 - Select to engage with the DfE
- Stage 4 - Apply for Membership of the DPS (optional)

2.01 Stage 1 – Register a company or school on the Proactis supplier network

Access the supplier self-service area of Redimo2 via the following link:

<https://supplierlive.proactisp2p.com/Account/Login/?cid=DFE>

- Select 'Sign up' to begin your Proactis supplier network registration.

Sign In

Username This is usually your email address. [?](#)

Password

[Sign In](#) [Haven't got a Username?](#)
[Cannot access your account?](#)

Don't have an account? [Sign up](#)

Have you been invited?

Access Code

[Go](#)

Department for Education

[View Opportunities](#)

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You will see the self-registration screen



Self Registration

Register on our Supplier Network

Please follow these simple steps to register

1. Enter the following information and click the Register button to start the process.
2. An activation email will be sent to the email address of your Primary Contact.
3. Click on the link contained within the email to activate your account.

Not received your activation email yet? [Click here.](#)

Sign in Details

Email Address *	Repeat Email Address *
<input type="text"/>	<input type="text"/>

Organisation Details

Organisation Name *	Property Name/Number *
<input type="text"/>	<input type="text"/>
Address 1 *	Address 2
<input type="text"/>	<input type="text"/>
Town *	County
<input type="text"/>	<input type="text"/>
Postcode *	Country *
<input type="text"/>	UNITED KINGDOM ▼

Primary Correspondence Details

First Name *	Surname *
<input type="text"/>	<input type="text"/>
Telephone Number *	
<input type="text"/>	

➤ Click register

Thank you

Thank you for submitting a request to register on the PROACTIS Supplier Network. A member of our team will be in contact with you shortly.

 Home

Please Note: If the details you submit are flagged by Proactis as matching an existing account you will receive an email advising that your registration can not be completed. If you have forgotten the login credentials for the existing account or do not know who has created it please contact Proactis directly using the contact details provided in their email.

2.02 Stage 2 - Activate your Proactis account

Subject to successful completion of Stage 1 you will receive the following email:

Dear xxxx

Your recent request to join the PROACTIS Supplier Network has been approved. Please use the web link below to complete the Registration Process.

<https://SupplierLive.ProactisP2P.com/Accont/Activaton/Index?Mod=2&Req=x4ezkr2iglp21v5k6jyda6h1d0&cid=SUPPLIERM>

Once completed, it is advised you check your details in the “Your Business” area of the system (accessed from the top right corner where your Organisation’s Name is displayed which will open a menu of options), and further to affiliate yourself with Customers that will be advertising and inviting Suppliers to Opportunities please access the “Customer” Page (accessed from the Customer link in the left hand icon panel/menu) and add any relevant Customers to your list.

If you have any problems during this process please contact our Supplier Support Team via email at suppliersupport@proactis.com

This is an automated message. Please do not reply directly to this

- click the link provided in the email
- review and complete your profile

Mandatory fields denoted by *

Section 1 – Organisation Details

Please select at least one organisation type.

- LA's, Schools and other Educational establishments should select 'Government body'
- Voluntary and charitable Organisations should select 'Third Sector'

The screenshot shows the 'Organisation Details' section of a registration form. At the top, there is a logo and the text 'Customer Engagement | Step 1 of 7'. Navigation buttons include 'Save & Continue Later', 'Back', and 'Next'. A progress indicator shows steps 1 through 7, with step 1 highlighted. A 'Welcome' pop-up window is open, providing instructions on saving progress and using the 'Next' button. The form fields include:

- Organisation Name ***: DFE Commercial
- Registration Number**: [input field] Not Applicable
- VAT Number**: [input field] Not Applicable
- DUNS Number**: [input field] Not Applicable
- Organisation Type ***:
 - Public Company
 - Limited Liability Company
 - Partnership
 - Sole Trader
 - Limited Liability Partnership
 - Government Body
 - Third Sector

Below this is the 'Construction Industry Scheme (CIS) Details' section with a dropdown for 'CIS Registration Type *' set to 'Please select a type...'.

Section 2 – Organisation Addresses - check and update as required

The screenshot shows the 'Organisation Addresses' section of the registration form. At the top, there is a logo and the text 'Customer Engagement | Step 2 of 7'. Navigation buttons include 'Save & Continue Later', 'Back', and 'Next'. A progress indicator shows steps 1 through 7, with step 2 highlighted. The form displays a table of addresses:

Address	Enabled	Action
LCC, Triumph Road, Nottingham, NG8 1DH, UNITED KINGDOM	<input checked="" type="checkbox"/>	

At the bottom right of the table area, there is a '+ Add Address' button.

Section 3 – Organisation Users, check and add or amend as required

The screenshot shows the 'Customer Engagement | Step 3 of 7' interface. At the top right, the user is identified as 'Sherida Kirby' from 'DFE Commercial'. Navigation buttons include 'Save & Continue Later', 'Back', and 'Next'. A progress bar shows steps 1 through 7, with step 3 currently selected. The main content area is titled 'Organisation Users' and contains a table with the following data:

Username	Full Name	Email Address	General Contact	e-Procurement Contact	Sales Contact	Payment Contact	Action
[Not Set]	Sherida Kirby	shedandbren@sky.com	✓	✓	✓	✓	

An '+ Add User' button is located at the bottom right of the table.

Section 4 – Classifications - search and select the appropriate classifications for your organisation

The screenshot shows the 'Customer Engagement | Step 4 of 7' interface. The user is 'Sherida Kirby' from 'DFE Commercial'. Navigation buttons include 'Save & Continue Later', 'Back', and 'Next'. A progress bar shows steps 1 through 7, with step 4 currently selected. Below the progress bar is a search input field with the placeholder text 'Type some key words here describing what you sell...'. Below the search field are two columns: 'Available' and 'Added'. The 'Available' column contains a list of classification codes with checkboxes:

- 03000000 : Agricultural farming fishing forestry and related products.
- 09000000 : Petroleum products fuel electricity and other sources of energy.
- 14000000 : Mining basic metals and related products.
- 15000000 : Food beverages tobacco and related products.

Between the columns are three vertical navigation icons: a right-pointing arrow, a left-pointing arrow, and a trash can icon.

To add/remove classification codes within your profile tick all the appropriate codes and use the central arrows to move them to and from the added and available columns.

Section 5 – Primary Contact Details

Customer Engagement | Step 5 of 7  Sherida Kirby 
DFE Commercial

 Save & Continue Later  Back  Next

1 2 3 4 5 6 7

Primary Contact Details

Organisation Name

Email Address *

First Name *

Surname *

Telephone Number *

Section 6 – Proactis Terms and Conditions

Customer Engagement | Step 6 of 7  Sherida Kirby 
DFE Commercial

 Save & Continue Later  Back  Next

1 2 3 4 5 6 7

PROACTIS Terms of Use

PROACTIS GROUP LIMITED
USER LICENCE
YOU MUST READ THE FOLLOWING BEFORE CONTINUING

The use of the software provided by PROACTIS Group Limited is subject to the following User Licence. You must carefully read through the User Licence. By accepting the License you confirm that you have read the User Licence and that you agree to be bound by the terms and conditions of the User Licence at all times. If you are accepting the User Licence on behalf of a firm or corporate entity you warrant that you have the authority to do so.

If you do not agree to be bound by the User Licence you will not be able to activate and use the Software.

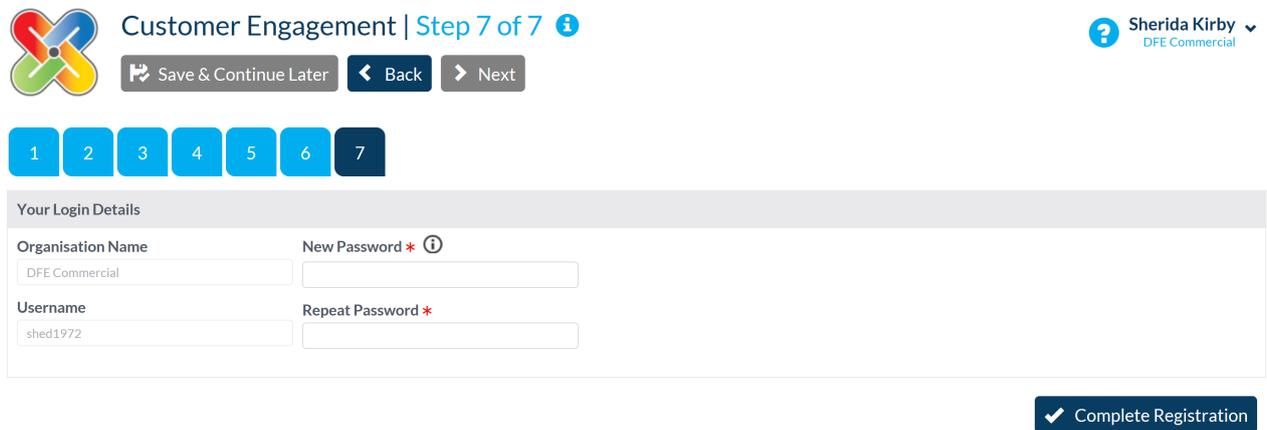
4. Definitions and INTERPRETATION

I have read and understood the PROACTIS Terms of Use for using the Supplier Network

Please read and accept or decline the Terms and Conditions for registration onto the Proactis Supplier Network, if you decline your registration can not be progressed

Section 7 – Login Details

Please note your password must be between 6 and 50 characters in length and must contain at least 2 number(s).



Customer Engagement | Step 7 of 7

Save & Continue Later Back Next

1 2 3 4 5 6 7

Your Login Details

Organisation Name: DFE Commercial

New Password *

Username: shed1972

Repeat Password *

Complete Registration

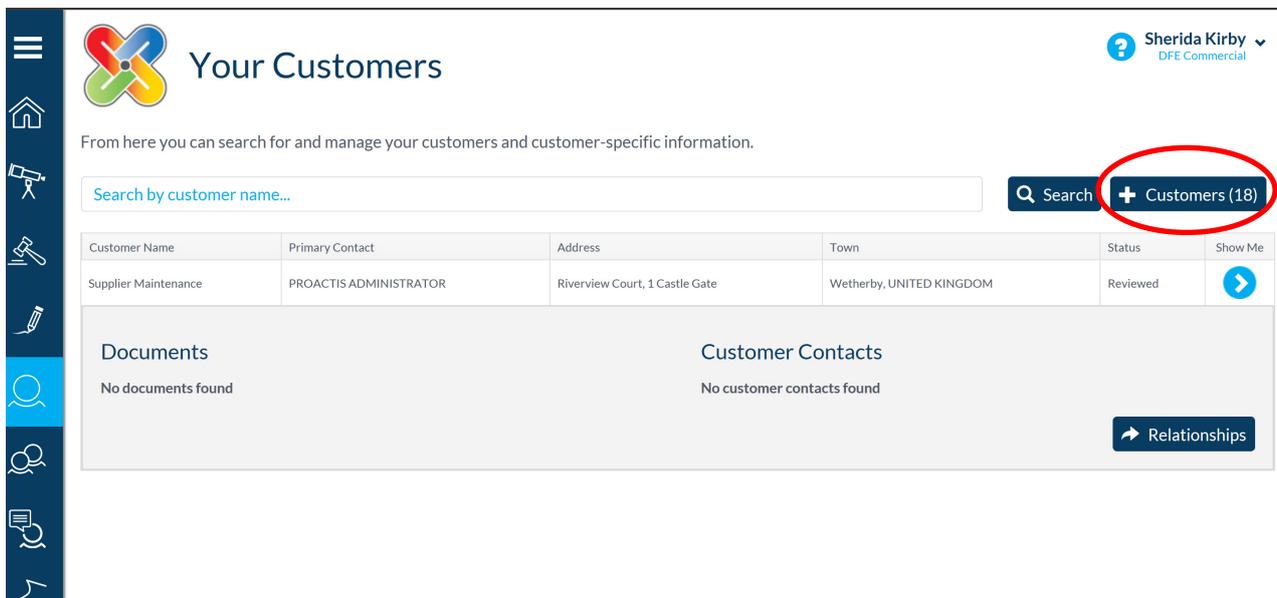
- Make a note of your login details
- click 'Complete Registration'

2.03 Stage 3 - Add the DFE as a customer you wish to engage with

- Log into the Proactis system using your created login details to access the DFE area known as 'Redimo2' via the DFE specific link:
<https://supplierlive.proactisp2p.com/Account/Login/?cid=DFE>
- From the home screen click on the customer's icon on the left hand menu



- Click the + customers icon to expand the list of customers



- Search for and Tick 'Department for Education' (customers are listed alphabetically)

Your Customers

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

Tick the customers you wish to add to your existing list

Customer Name	Address	Select
Denbighshire County Council	Denbigh, Denbighshire, LL16 3RJ, UNITED KINGDOM	<input type="checkbox"/>
Department for Education	Nottingham, Nottinghamshire, NG1 6HG, UNITED KINGDOM	<input checked="" type="checkbox"/>
East Midlands Strategic Commercial Unit	Arnold, Nottinghamshire, NG5 8PP, UNITED KINGDOM	<input type="checkbox"/>
East of England Ambulance Service NHS Trust	Bury St Edmunds, Suffolk, IP33 1HP, UNITED KINGDOM	<input type="checkbox"/>
Educate Services	London, W14 8UD, UNITED KINGDOM	<input type="checkbox"/>

6 - 10 of 18 Items

➤ Click 'Add'

Selected organisations will appear in the 'Your Customers' list, clicking on the blue 'Show Me' arrow will expand the details held for that customer

Please Note: Once ticked and added you have successfully 'Registered' with the DFE, the status will show as 'Not Reviewed' as the information is self managed

Your Customers

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

depart

Customer Name	Primary Contact	Address	Town	Status	Show Me
Department for Education	PROACTIS ADMIN	Agora Building, Cumberland Place	Nottingham, UNITED KINGDOM	Not Reviewed	<input type="button" value="Show Me"/>

Documents

No documents found

Customer Contacts

Name	Contact	Address
Commercial Contact Point	commercial.contactpoint@education.gov.uk 00000 000000	Learning and Conference Centre, Triumph Road, Nottingham, Nottinghamshire, NG8 1DH, UNITED KINGDOM

- Click 'Edit'

This takes you into the DFE specific area known as Redimo2

Complete the information requested within the Organisation type, Category Codes and Additional Data areas.

Mandatory fields denoted by *

- Organisation type – please select the organisation type by ticking the appropriate box

The screenshot shows the 'Edit Customer Information' page for the Department for Education. The page has a dark blue sidebar on the left with various navigation icons. The main content area has a white background with a dark blue header containing the Department for Education logo and the title 'Edit Customer Information'. Below the header are 'Back' and 'Save' buttons. A sub-header reads 'From here you can amend customer specific information for Department for Education.' Below this are three tabs: 'Organisation Types' (active), 'Category Codes', and 'Additional Data'. The 'Organisation Types' section contains a list of checkboxes for different organisation types: Black & Minority Ethnic Organisation, Early Years Establishment, Primary School/Academy, Secondary School/Academy, Higher Education Institution, Registered Charity, and Small or Medium Enterprise.

- Category codes – please select as many categories as relevant to the skills and services your organisation can provide, for the ECSC DPS you must select each individual cods pre fixed with ECSC that relates to the skills you can deliver, this is crucial to ensure you are sourced and invited to oportunities that match them. Failure to select the appropriate individual categories could result in oportunities being missed.

Edit Customer Information

Department for Education

From here you can amend customer specific information for Department for Education.

Organisation Types | **Category Codes** | Additional Data

Available	Added
<input type="checkbox"/> ALL: All other 'Open' tender opportunities (non ECSC DPS) <input type="checkbox"/> CB: Operational Associates Framework <input type="checkbox"/> ECSC: Education & Children's Social Care DPS (You will also need to select from the individual ECSC codes beneath)	<input type="checkbox"/> ECSC01: Assessor
<input checked="" type="checkbox"/> ECSC01: Assessor <input type="checkbox"/> ECSC02: Broker <input type="checkbox"/> ECSC03: Coach <input type="checkbox"/> ECSC04: Developer of Practitioner Networks <input type="checkbox"/> ECSC05: Evaluator <input type="checkbox"/> ECSC06: Facilitator <input type="checkbox"/> ECSC07: Mentor <input type="checkbox"/> ECSC08: Practitioner	

- To add/remove category codes tick all the appropriate codes and use the central arrows to move them to and from the added and available columns.

Important:

'ALL: All Other 'Open' tender opportunities' relates to all wider DFE opportunities offered outside of the ECSC DPS

The categories prefixed with 'ECSC' relate to the skills and services procured through the ECSC DPS, These categories are only effective when selected alongside a successful application to join the ECSC DPS. If not already completed please ensure you Register your Interest in 'DPS101 Education and Childrens Social Care DPS' from the opportunities page to receive an invitation to apply

Further guidance about the ECSC DPS and associated categories can be found via the ECSC DPS Contracts finder notice [here](#)

The 'CB' Categories should not be used as these relate to the expired OA Framework

- Additional Data – please complete all requested information

Department for Education

Edit Customer Information

From here you can amend customer specific information for Department for Education.

Back Save

Organisation Types Category Codes Additional Data

Additional Data

Public Liability Insurance Limit: *

Public Liability Insurance Number:

Public Liability Insurance Expiry Date:

Employers Liability Insurance Limit:

Employers Liability Insurance Number:

Employers Liability Insurance Expiry Date:

Professional Indemnity Insurance Limit:

Professional Indemnity Insurance Number:

Professional Indemnity Insurance Expiry Date:

Annual Company Turnover (for previous financial year): *

SID4GOV Reference Field:

➤ Click Save

IMPORTANT: Please ensure you update and maintain all information here and within your profile, failure to keep the information up to date may result in notifications and alerts being sent to out of date contact details and the inability to access opportunities of interest. The information supplied within your profile should be kept up to date to match any information you are required to provide within any bid or tender response questionnaire

- To check and update the information in 'Your Business' area please:
- Click on the in the top right hand corner on the downward arrow next to your name to access your profile details
- Click 'Your Business'

Department for Education

Edit Customer Information

From here you can amend customer specific information for Department for Education.

Back Save

Organisation Types Category Codes Additional Data

Organisation Types

Black & Minority Ethnic Organisation

Early Years Establishment

Primary School/Academy

Secondary School/Academy

Higher Education Institution

Registered Charity

Small or Medium Enterprise

Sherida Kirby
DFE Commercial

Hi, Sherida!

Your Business

Transactions

Help

Your Subscriptions

Change Password

Sign out

You will see the following screen:

The screenshot displays the 'Your Business' page in the Department for Education system. The page is titled 'Your Business' and includes a 'Save' button. The user is identified as 'Sherida Kirby' from 'DFE Commercial'. The page is divided into several tabs: 'About You', 'Addresses', 'Users', 'What You Sell', 'Documents', 'CIS', and 'Preferences'. The 'About You' tab is currently active, showing 'Organisation Details'. The details include:

- Organisation ID: D4408610
- Organisation Name: DFE Commercial
- Main Contact: Sherida Kirby
- Registration Number: Not Applicable
- VAT Number: Not Applicable
- DUNS Number: Not Applicable
- Organisation Type: Government Body (selected)

- Please review and maintain the information held in each of the tabs
- Click 'Save' to ensure all changes made are recorded

2.04 Stage 4 (Optional) – Register Interest and Apply for approval onto the Education and Childrens Social Care DPS

Please see ECSC Membership guidance on how to register interest and apply to join the ECSC DPS [here](#)

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