



PROCUREMENT eSERVICE

HM Government of Gibraltar

Supplier Guide 4 Amending Details

Content

- Introduction Page 3
- Why HMGOG Supplier Network Page 5
- Getting Started Page 7
- Amending Details – General Page 9
 - Logging In Page 10
 - Your Dashboard Page 11
 - Your Business – Amending General Information Page 12
- Amending Details - Adding/Editing Documents Page 13
 - Your Business – Adding/Editing Documents Page 14



PROCUREMENT eSERVICE

HM Government of Gibraltar

Introduction



Introduction

- This manual is intended for all potential HMGOG Supplier Network users
- Instructions are provided on how to register on the HMGOG Supplier Network if you have been sent an invitation to register
- Please familiarise yourself with this manual prior to registration



PROCUREMENT eSERVICE

HM Government of Gibraltar

Why HMGOG Supplier Network

Why HMGOOG Supplier Network

- The HMGOOG Supplier Network is very easy to use.
- You can self register, maintain your own data and download documents.
- Submit tender responses electronically 24 hours a day, 7 days a week.
- Tenders lodged electronically do not incur postage or courier costs.
- You receive automatic confirmation that your response has been received.
- You can search the database for awarded contracts as a means of identifying potential business leads.
- You can manage your own details removing time consuming and expensive processes.



PROCUREMENT eSERVICE

HM Government of Gibraltar

Getting Started



Getting Started

- No special equipment or software is needed - just internet access.
- The Network works best on the following web browsers:
 - Microsoft Internet Explorer 10 and 11 (in compatibility mode)
 - Google Chrome
 - Firefox



PROCUREMENT eSERVICE

HM Government of Gibraltar

Amending Details – General

Amending Details

Click or Enter the following url into your browser
<https://hmgogsupplier.gibraltar.gov.gi/?cid=hmgog>


The screenshot shows the Proactis Supplier Network login interface. At the top, the Proactis logo is displayed, followed by a language dropdown menu set to 'English (United Kingdom)'. The page is divided into two main sections: 'Supplier Network' and 'Sign Up?'. The 'Supplier Network' section contains a 'Username (usually your email address)' field, a 'Password' field, and a 'Sign In' button. Below the password field are two links: 'Haven't got a Username?' and 'Cannot access your account?'. The 'Sign Up?' section contains a 'Don't have an account? Register' link, a 'Have you been invited?' section with an 'Access Code' field and a 'Go' button. A vertical 'Q Opportunities' button is located on the right side of the page. Three callout boxes provide instructions: one points to the 'Sign In' button, another points to the 'Q Opportunities' button, and a third points to the 'Q Opportunities' button with the text 'Click here to view some potential opportunities'. The 'Sign In' and 'Go' buttons are circled in orange.

Enter your user name and password and Click 'Sign In'

Click here to view some potential opportunities

Your Dashboard

Click the arrow next to the name and Click on "Your Business"

 This is Your Dashboard



Supplier Network

Notifications
0



Opportunities
0




Orders
0




Invoices
0



Customer Relationships
0



Customer Requests
0





Auctions
0



Contracts
0



 **Demo Supplier1** 
Demo Supplier One

- Hi, Demo!
- Your Business
- Your Transactions
- Help
- Change Password
- Sign out

Your Business - Amending General Information

The screenshot shows the 'Your Business' management interface. At the top left, there is a red information icon with the text 'Always Save your changes' in a callout box. The main header area includes the HM Government of Gibraltar logo, the title 'Your Business', a 'Save' button, and a navigation menu with buttons for 'About You', 'Addresses', 'Users', 'What You Sell', 'Documents', and 'Preferences'. A callout box points to the 'About You' button with the text 'You can now amend your company details'. In the top right corner, the user is identified as 'Demo Supplier1' with a dropdown arrow and 'Demo Supplier One' below it.

Organisation Details

Organisation ID
5383

Organisation Name *
Demo Supplier One

Registration Number ⓘ
0000000000 Not Applicable

VAT Number (Not Applicable for Gibraltar companies) ⓘ
 Not Applicable Not Applicable

DUNS Number (If Applicable) ⓘ
 Not Applicable Not Applicable

Organisation Type * ⓘ

- Public Liability Company
- Limited Liability Company
- Partnership
- Sole Trader
- Limited Liability Partnership
- Government Body
- Third Sector



PROCUREMENT eSERVICE

HM Government of Gibraltar

Amending Details – Adding/Editing Documents

Your Business – Adding/Editing Documents (1)

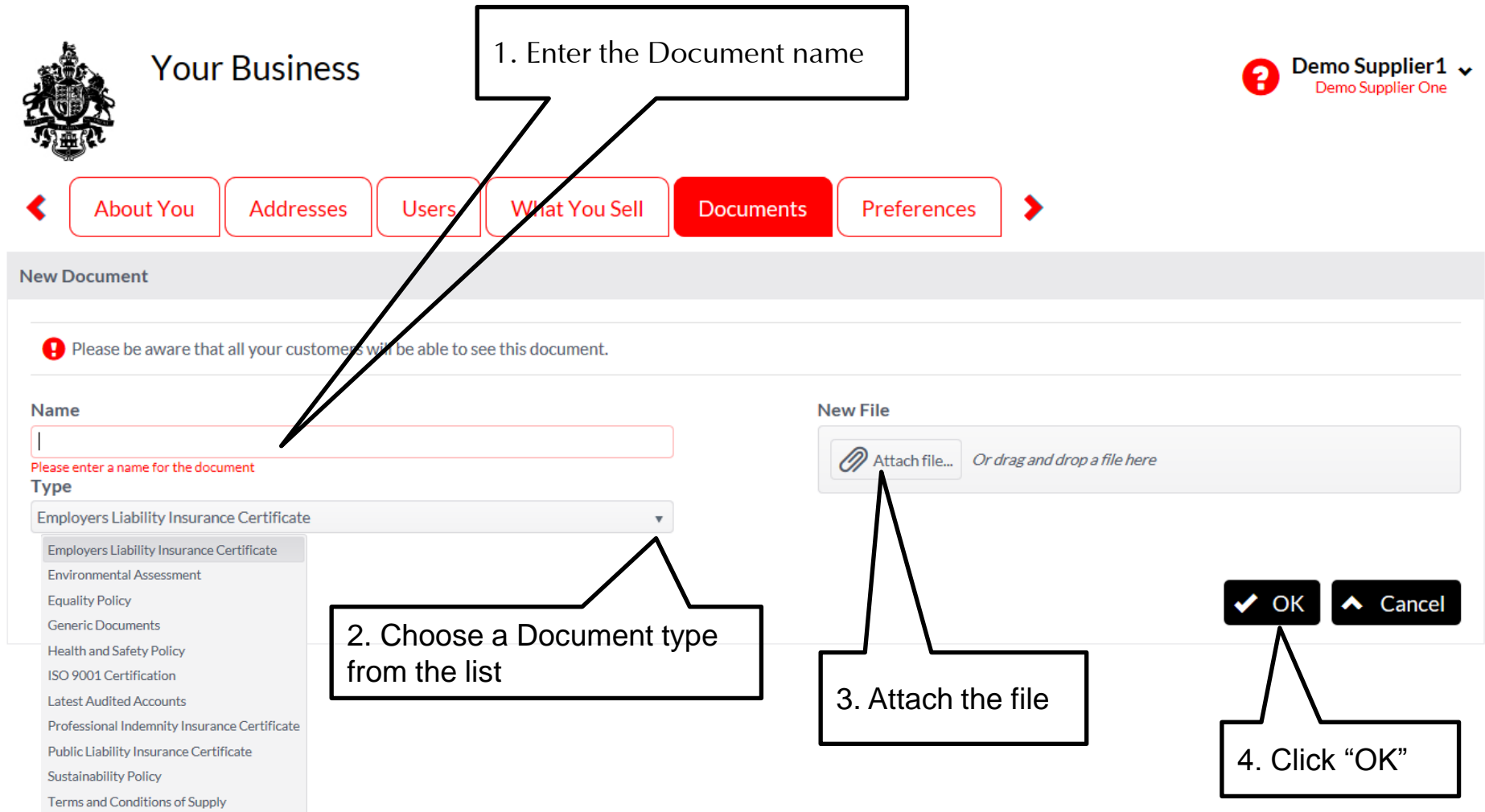
1. Click 'Documents'



The screenshot displays the 'Your Business' portal interface. At the top left is the Gibraltar Coat of Arms and the text 'Your Business'. At the top right, there is a red question mark icon, the text 'Demo Supplier1', and a dropdown arrow, with 'Demo Supplier One' written below. A horizontal navigation bar contains several tabs: 'About You', 'Addresses', 'Users', 'What You Sell', 'Documents', and 'Preferences'. The 'Documents' tab is highlighted in red. Below the navigation bar is a search input field with the placeholder text 'Search by document name...'. To the right of the search field are two buttons: 'Search' (with a magnifying glass icon) and 'Add Document' (with a plus sign icon).

2. Click 'Add Document'

Your Business – Adding/Editing Documents (2)



Your Business ? Demo Supplier1
Demo Supplier One

← About You Addresses Users What You Sell **Documents** Preferences →

New Document


! Please be aware that all your customers will be able to see this document.

Name

Please enter a name for the document

Type
Employers Liability Insurance Certificate

- Employers Liability Insurance Certificate
- Environmental Assessment
- Equality Policy
- Generic Documents
- Health and Safety Policy
- ISO 9001 Certification
- Latest Audited Accounts
- Professional Indemnity Insurance Certificate
- Public Liability Insurance Certificate
- Sustainability Policy
- Terms and Conditions of Supply

New File
 Attach file... Or drag and drop a file here

OK Cancel

1. Enter the Document name

2. Choose a Document type from the list

3. Attach the file

4. Click "OK"

PROCUREMENT eSERVICE
HM Government of Gibraltar

