

The Chest

Supplier Guide to Registration, Accessing Opportunities and Applying to Tender

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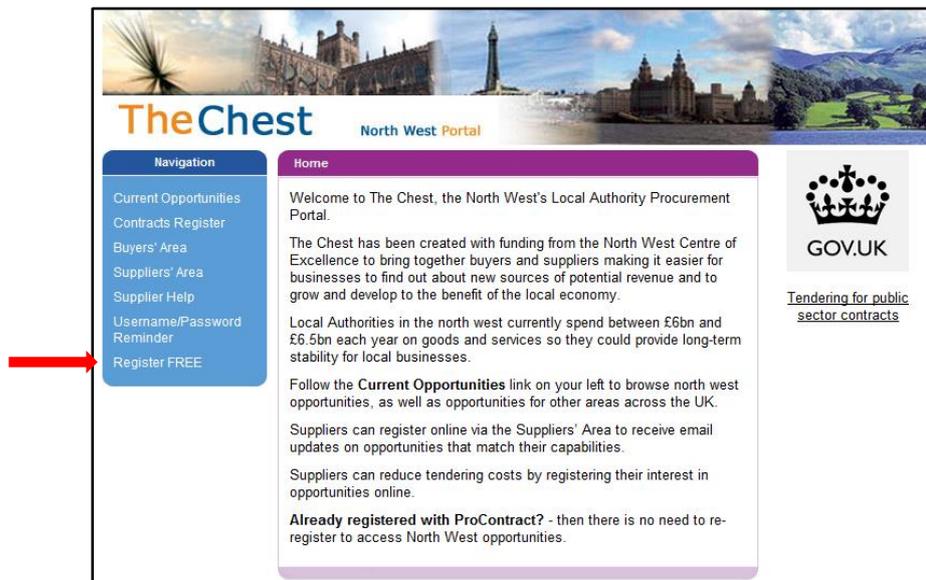
Introduction

STAR Procurement is the ground-breaking and award-winning shared procurement service for Stockport, Trafford and Rochdale Councils. We assist these three councils, and many of their partner organisations, in the commissioning of services from suppliers in the private, voluntary and community sectors - where those services cannot be delivered in house.

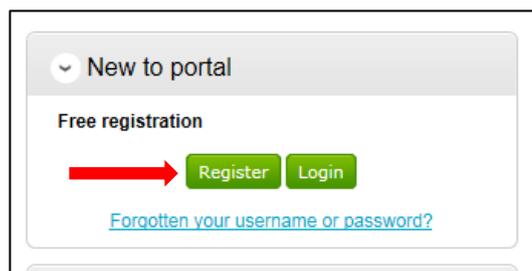
STAR registers all of its opportunities on the councils' eProcurement Portal "[The Chest](#)". Registration is simple and free and you can browse opportunities for Stockport, Trafford and Rochdale Councils as well as other Contracting Authorities across NW England and further afield.

Registering as a New Supplier

Firstly you will need to navigate to the homepage of The Chest, www.the-chest.org.uk, and select 'Register Free'.



This will take you to the 'Supplier Homepage', in the 'New to Portal' area select 'Register'.



Here you will need to complete the steps with the necessary information requested.

The first step details the process of registering as a supplier on The Chest Portal. Once you have read the description select 'Continue'

Register

1 Requirements 2 Contact info 3 Company info 4 T&Cs 5 Confirmation

Welcome to the supplier registration wizard. The wizard will assist you with the completion of your registration.

Once you have confirmed your details and submitted your registration you will receive an email receipt.

Your submission will then be validated by the supplier approver and once approved you will be issued with a username and password to access the site.

> [Minimum and recommended system requirements](#)

Continue Cancel

The next section is where you will complete your 'Contact info'.

Your username will default to your email address; however this may be changed if required. Once complete, select 'Continue' as shown in the screenshot below.

We require all this information to create your account unless marked as optional.

Title	First name	Last name
<input type="text" value="Miss"/>	<input type="text" value="Clare"/>	<input type="text" value="Wid"/>

Job title	Department
<input type="text" value="Business Improvement Officer"/>	<input type="text" value="STAR Procurement"/>

Telephone	Fax (optional)	Mobile (optional)
<input type="text" value="01619121616"/>	<input type="text"/>	<input type="text"/>

Email

We will use this to notify you of new opportunities.

Confirm email

Username

Will default to your email address, however this may be changed if required.

Password

Your password must be at least 8 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols.

Confirm password

Preferred language

▾

Preferred time zone

▾

Continue Back Cancel

Next you will need to complete your company information. Once complete, select continue as shown below.

We require all this information to create your account unless marked as optional.

Company name

Address

Town

County

Postal code / zip

Country

Website (optional)

Registration number (optional)
 N/A

VAT number (optional)
 N/A

You will then be asked to carefully read the terms and conditions. Once you have read through these and the privacy policy you will need to select the tick box 'you must agree to all conditions to continue' and then select 'Continue' as shown in the screenshot below.

Users are advised that they wish to deny the use and saving of cookies from this website on to their computers must
within their web browsers security settings to block all cookies from this website and its external serving vendors.

You must agree to all conditions to continue

The final stage will be the summary of all the information you have entered. Once you have checked the details you have input and are satisfied that the information required is complete select 'Submit Registration'.

Requirements	Contact info	Company info	T&Cs	5 Confirmation
Name	Miss Clare Wild			
Job title	Business Improvement Officer			
Department	STAR Procurement			
Telephone	01619121616			
Fax				
Mobile				
User name	commercial.enablement@star-procurement.gov.uk			
Email	commercial.enablement@star-procurement.gov.uk			
Company name	Test Supplier 1			
Address	Trafford Town Hall , Talbot Road , Stretford, Greater Manchester, M32 0TH United Kingdom			
URL				
Registration number	N/A			
VAT number	N/A			

[Submit registration](#) [Back](#) [Cancel](#)



You will receive an acknowledgment message to confirm your details have been received.

Thank You

Thank you for registering your details. Your registration will be assessed and you will be notified of the outcome in due course.

[Continue](#)

You will also receive an email to confirm your application has been received and be provided an application reference number which can be used to track the progress of your application. *(Please note the notification of the outcome may take 24 hours)*

Once your application has been accepted an email (subject: Login details for ProContract – Username) will be sent to confirm this as shown below. Copy and paste the link provided in the email to the address bar on your internet browser.

Dear Clare Wild
ProContract
Please find below a reminder of your username and a link to access the system.
Username:
<https://procontract.due-north.com/>
If you have any reason to believe that this was not done by yourself then please email support immediately on support@due-north.com

Log on to the system as a Supplier using your log in details and select continue

Log In User Name <input type="text"/> Password <input type="password"/> Forgotten your username or password? <input type="button" value="Continue"/>	Welcome to ProContract Already registered? Simply enter your chosen username and password and click 'Continue' ----- New to ProContract? Suppliers - If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - Register free ----- Migrated from ProContract Version 2? If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - First time login following migration ----- Still need help? Please visit the help center where you can access an extensive help library, FAQ's, videos and guides
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In this section "First time log in" please ensure your company details are correct, if there are any changes to be made you will be able to change this here.

First time log in

i Because you have never logged into the system before, you need to check some information
i This step improves the security of your account and checks that all your details are correct.

Company details

Company registration number **i**
N/A N/A

VAT Registration number **i**
N/A N/A

Company description **i**

The next section is around Keywords, you have the option to input 6 keywords which relate to your business. These keywords will then be used to notify you for the different types of opportunities/tenders advertised which may be of interest to you and your company. To do this, click on "add new row" and type in your keywords which relate to your business then click on the tick box next to it to select.

Keywords

Keywords (Up to six) **i**

+ Add new row **- Delete selected row(s)**

Keyword	Select
Printing	<input checked="" type="checkbox"/>
Paper	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>

The next section "Workgroups" will allow you to be notified via email of different opportunities/tenders advertised which may be of interest to you and your company. Click on "Edit" within the "ProClass Categories box" and select which category applies for your business.

Please note you are not required to complete UNSPSC, NHS eClass and CPV categories

Click on "Edit" within the "Region" box to select the geographical area in order to receive email alerts for opportunities/tenders within that regional area. For example the North West, Greater Manchester etc

Workgroup

Please check that your workgroup information is correct and make changes where necessary

Workgroup name ⓘ
STAR Procurement

UNSPSC categories ⓘ [Edit](#)

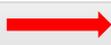
There are no categories selected in this category set, click "Edit" to add some

NHS eClass categories ⓘ [Edit](#)

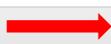
There are no categories selected in this category set, click "Edit" to add some

CPV categories ⓘ [Edit](#)

There are no categories selected in this category set, click "Edit" to add some

ProClass categories ⓘ [Edit](#) 

There are no categories selected in this category set, click "Edit" to add some

Regions ⓘ [Edit](#) 

You will then need to select the classification and type of organisation your company is and type in the number of employees your company has.

Classifications

Please check that your classification selections are correct and make changes where necessary

Legal classification 

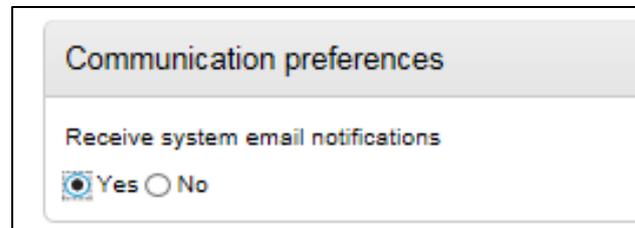
- Charitable Incorporated Organisation (CIO)
- Community Interest Company (CIC)
- General Partnership
- Industrial & Provident Society
- Limited Liability Partnership (LLP)
- Limited Partnership
- Private Company Limited by Guarantee (LTD)
- Private Limited Company (LTD)
- Public Limited Company (PLC)
- Sole Trader
- Unlimited Company
- Other

Further classification (optional) 

- Public Sector Organisation
- Social Enterprise Partner
- Living Wage
- Enterprises
- Charity
- A Company Owned & Managed By Women
- Black and Minority Ethnic (BME) Organisation
- Social Enterprise (SE)
- Franchise
- Voluntary Community Sector (VCS)
- Mutual

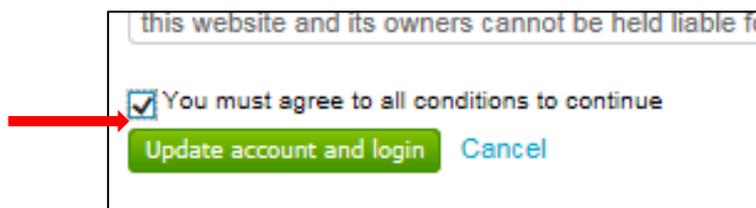
Number of employees 

Next, you have the option to receive email notifications from The Chest. We highly recommend that this is selected as "Yes".



The screenshot shows a dialog box titled "Communication preferences". Below the title, there is a section labeled "Receive system email notifications". Underneath this label, there are two radio buttons: "Yes" (which is selected, indicated by a blue dot) and "No" (which is unselected, indicated by an empty circle).

Finally, the next section is the 'T&Cs'. Once you have carefully read through the terms and conditions and the privacy policy you will need to select the tick box 'you must agree to all conditions to continue' and then select 'Update account and login' as shown below.

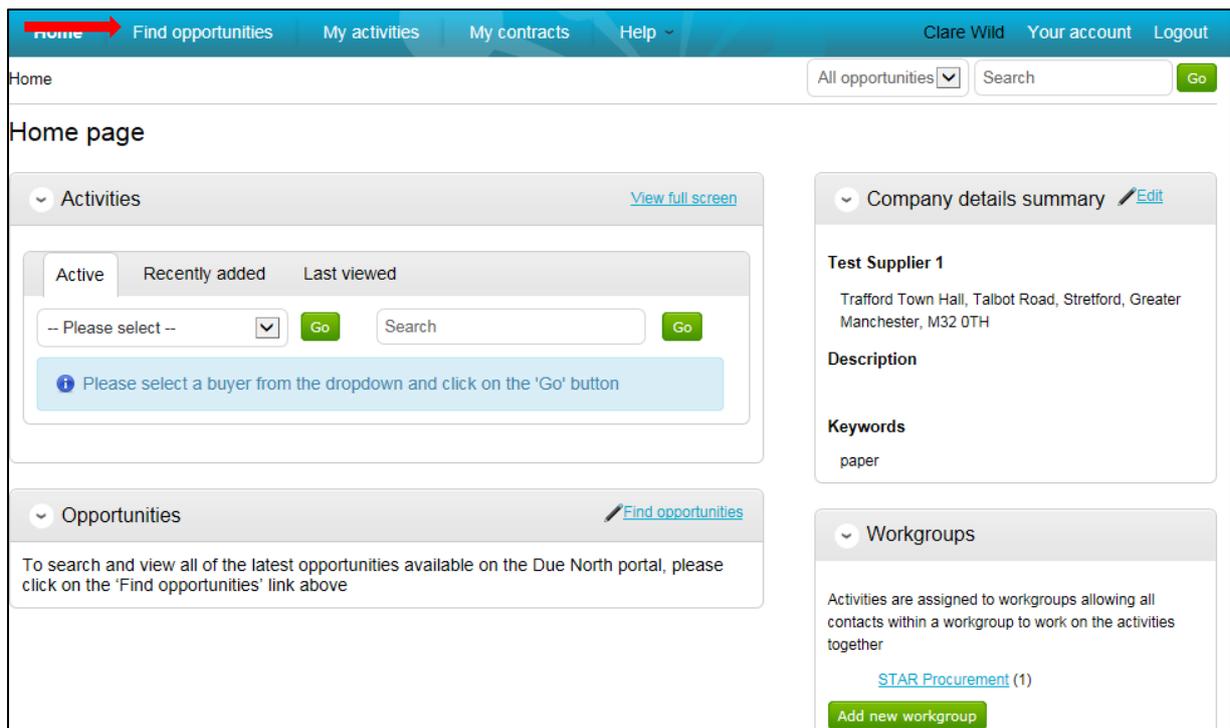


The screenshot shows a dialog box with a warning message at the top: "this website and its owners cannot be held liable fo". Below this, there is a checked checkbox followed by the text "You must agree to all conditions to continue". At the bottom of the dialog, there are two buttons: "Update account and login" (a green button) and "Cancel" (a blue button). A red arrow points to the checked checkbox.

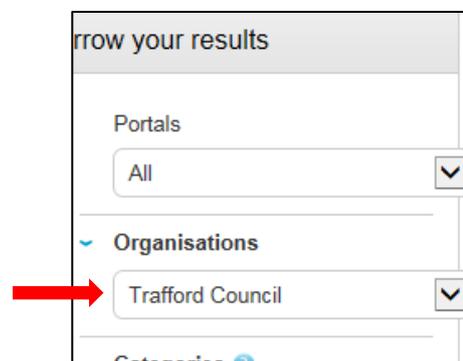
Once you have clicked on "Update account and login" you will then be returned back to the main log in screen.

Accessing and Applying For Opportunities

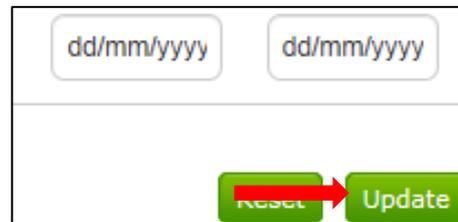
Now you have logged on to The Chest as a supplier, you will be taken to the 'Home page. Choose 'Find Opportunities' as shown.



On the left hand side under the 'Organisations' drop-down menu, select 'Stockport Metropolitan Borough Council, Trafford Council and Rochdale Metropolitan Borough Council'.



Then select 'Update' at the bottom of the 'Narrow your results' section



You will then be able to view all current open tender opportunities for the organisation selected.

To access an opportunity, click on the blue link as indicated below.

Opportunities				
Title	Buyer	Expression Start	Expression End	Estimated value
Best Interest Assessments for Deprivation of Liberty Safeguarding	Trafford Council	13/07/2016	08/08/2016	N/A

Once on the next screen, you will see a brief description under 'Main contract details' of the opportunity.

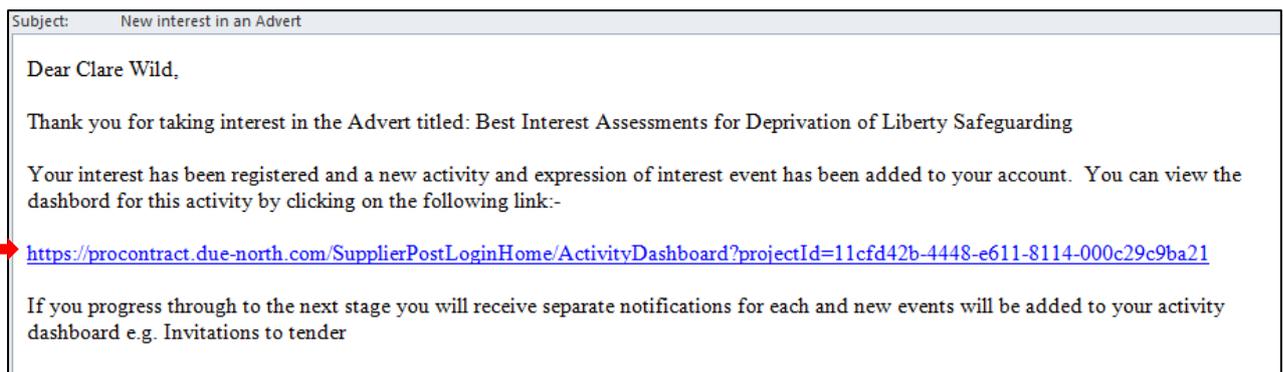
If you are interested in finding out more on this opportunity, you will need to select "Register interest in this opportunity" on the right hand side.



Once you have registered your interest, the 'Expression of interest window' will update to 'Expression of interest registered' as shown below.



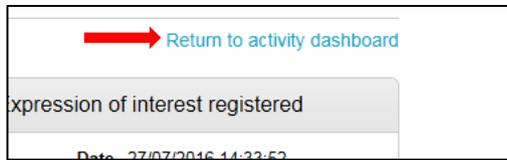
An email will then be sent to the email address which was provided at Supplier Registration stage, confirming that your interest for the Advert has been successful. There will also be a link in the email which will take you straight in to the opportunity for you to view.



Once the link has opened, you will be able to navigate around the Activity page. Select open as shown on the picture below.



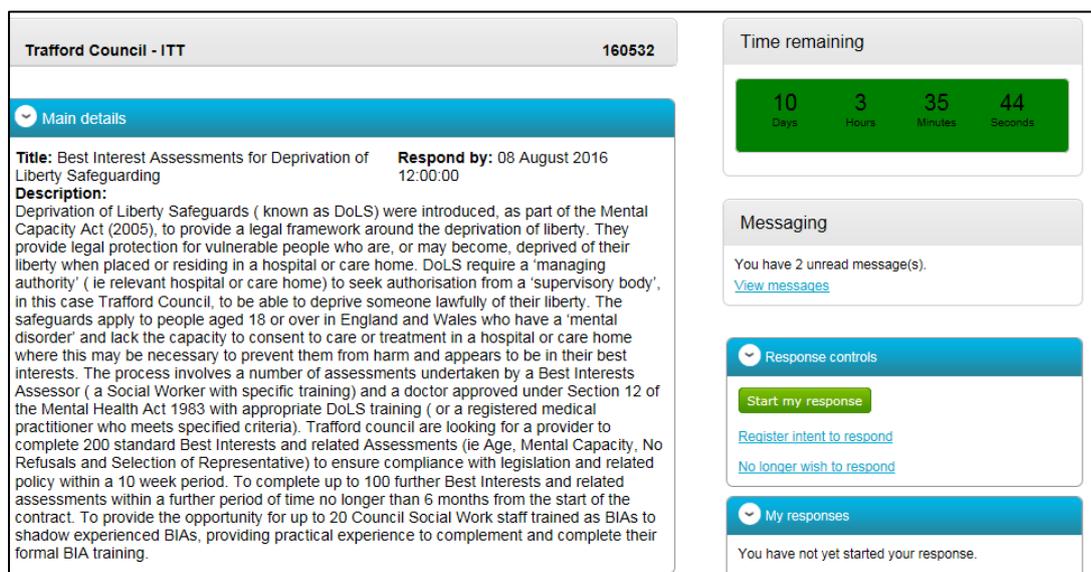
Here you will be able to view the opportunity details; if it is something you are interested in bidding for, you will need to select 'Return to activity dashboard'.



Once returned, you will have an option to 'Start' the ITT.



In this section you will be able to view information such as the Respond by time and date, the time remaining for you to submit your bid, messages relating to this opportunity, the point of delivery, any supporting information (attachments), the terms and conditions and the Response Controls, which is where you will be able to start your response.



Point of delivery
▼

Within the Borough of Trafford

Attachments
▼

• Public attachments can be viewed by all procurers and suppliers involved in this rfx

GMCA Social Value Policy.docx	172 KB
Instructions for Tendering - Final.doc	250 KB
Part 1 - Suitability Assessment Questionnaire Final.doc	468 KB
Part 2 - Tender Response Document - Final.doc	191 KB
Part 3 - Pricing Schedule.xls	27 KB
Privacy Impact Assessment (PIA) Proforma.docx	89 KB
Specification final.doc	155 KB

Terms & conditions
▼

[People Contract - DoLS](#)

The tender documents will consist of the specification, questionnaire, pricing documents and any other relevant information, where applicable. You will also be able to view the countdown timer on the top right hand side of this page which displays how long you have left to submit your bid.

My response 2064097 Draft

[<Back to summary](#)

Additional information
✎ Edit

Supplier reference:

Terms & conditions
Accept | Decline

[People Contract - DoLS](#)

Attachments
▼

No attachments

+ Add attachment

Time remaining

Respond by: 08 August 2016 12:00:00

10
3
22
28

Days
Hours
Minutes
Seconds

Response controls
▼

Submit response

[Open response wizard](#)

Submission checklist

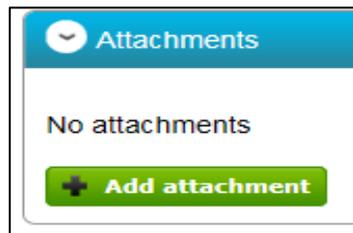
- Terms & conditions
- Attachments

Audit history
▼

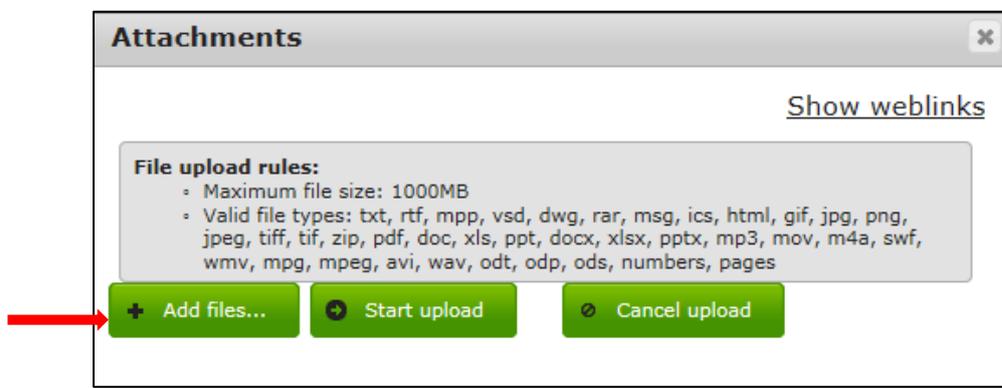
[View audit history](#)

17

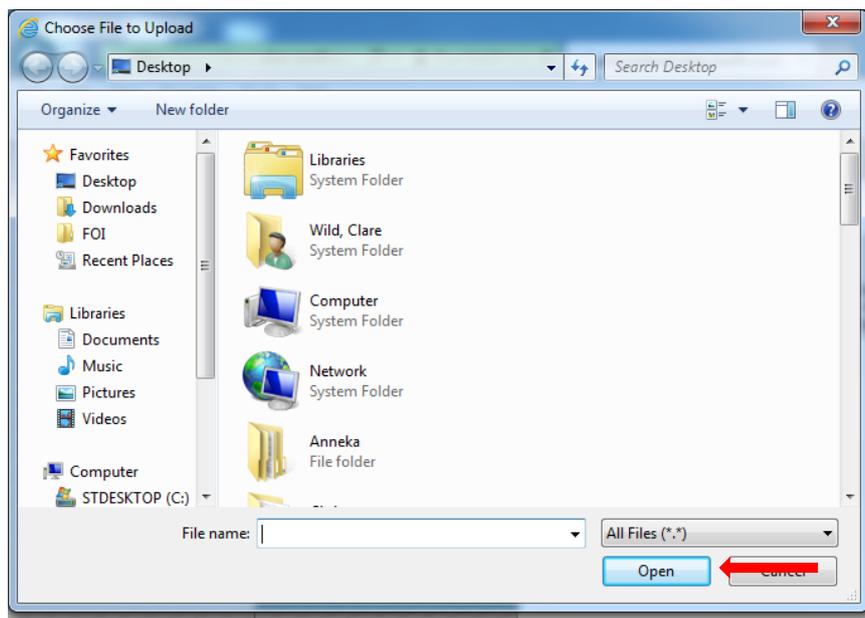
To add your completed tender documentation, select the Add attachment option



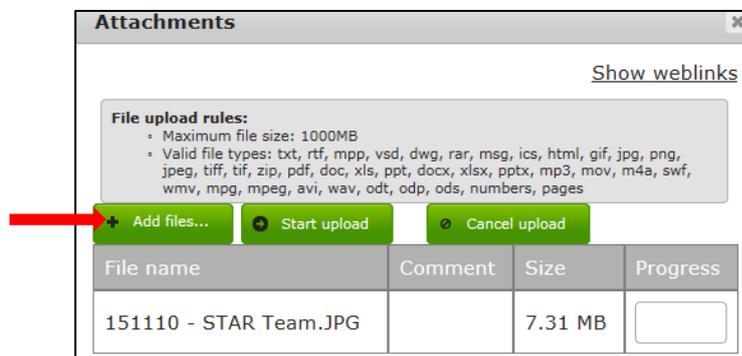
You will then be taken to the below screen, here you will need to select Add files



Select completed documentation and Open. Here you can navigate to the files saved on your computer, choose the documents you would like to attach and click 'Open' as shown. You can select more than one file at this point by keeping the Shift button pressed and selecting the files via your mouse



Once all your files have been selected, you will need to 'Start upload' as indicated below



The final stage in your submission will be to read and then accept or decline the Terms & Conditions.

To find the relevant T & C's for Stockport, Trafford or Rochdale please find the link 'Please see Tender Documents for T's & C's' as show below. In order for your bid to be viable for this tender process, you will need to select 'Accept' and then 'Finish'.



You will then be taken back in to the 'My response' page which will show a summary in a Draft format and provide you with an Application Response Number as shown below. Should you wish to edit any of the Steps (Tender Information, Attachments, Terms and Conditions) you can do so by selecting 'Open Response Wizard' on the right hand side under the Response Controls box and following the above steps.

Now you are ready to submit your bid. Please note that it is recommended that you have a final check of the tender documents before they are submitted. Once you are happy with your response and are ready to submit, click on 'Submit Response'.



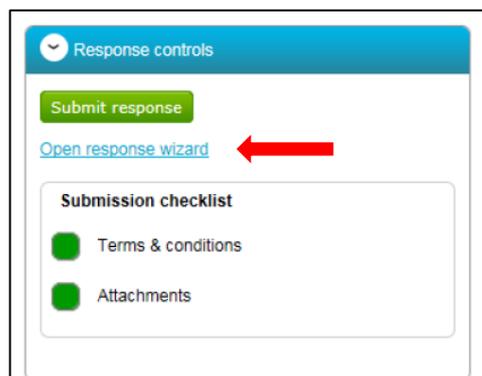
You will receive a message to confirm that you are sure you want to submit your response. If you are happy to proceed click on 'Submit Response' otherwise click on cancel.

Please note if you do not select the Submit response option, your bid will not be received.



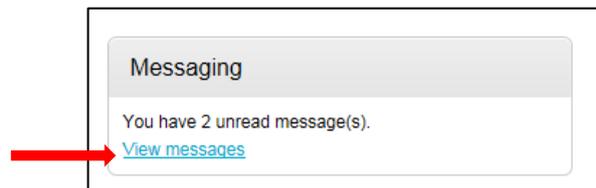
You will receive an e-mail to the email address provided to confirm the submission of the tender response.

If you wish to edit your response prior to the deadline date then you can do so by selecting 'I would like to edit my response', select 'Open Response Wizard' and follow steps 13-23.

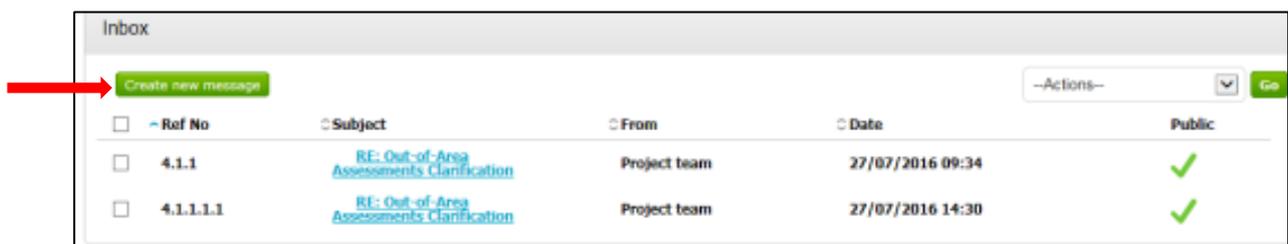


Posting Questions regarding Opportunity/Tender

Throughout the tender process, should you wish to ask any questions regarding the opportunity, you can do so via the Messaging Tool. Select 'View Messages'



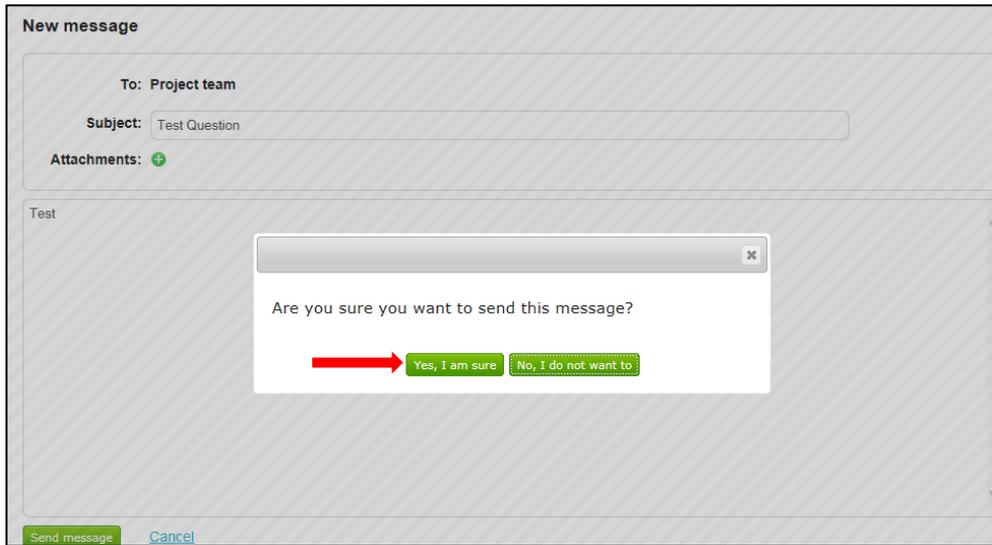
This will bring you to your inbox. Here you will be able to create your own messages which can be sent to the Procurement Team. You will also be able to view any existing public messages from which, other suppliers have submitted. To create a new message select 'Create new message'.



You will then need to add a subject title, you will also be able to add any attachments if necessary. Once you have entered all of the information select 'Send message'



You will be prompted to confirm whether or not you wish to send your message. Select 'Yes, I am Sure'



You will be taken back in to your inbox to await a response. Once a response to your question has been submitted, you will receive an email notification to confirm this.

You will be able to see whether your message has been responded to publically or privately – this will be decided by the Procurement Team as the response may be applicable for other interested suppliers.

Ref No	Subject	From	Date	Public
4.1.1	RE: Out-of-Area Assessments Clarification	Project team	27/07/2016 09:34	✓
4.1.1.1.1	RE: Out-of-Area Assessments Clarification	Project team	27/07/2016 14:30	✓ Public