

# The Chest Supplier Session

<https://www.the-chest.org.uk/>

# Registration

The screenshot shows a web browser window with the URL <https://www.the-chest.org.uk/>. The page features a banner image of a coastal town with a lighthouse. Below the banner, there is a navigation menu on the left and a main content area on the right.

**Navigation Menu:**

- Current Opportunities
- Contracts Register
- Buyers' Area
- Suppliers' Area
- Supplier Help
- Username/Password Reminder
- Register FREE

**Main Content Area:**

**Home**

Welcome to The Chest, the North West's Local Authority Procurement Portal.

The Chest has been created with funding from the North West Centre of Excellence to bring together buyers and suppliers making it easier for businesses to find out about new sources of potential revenue and to grow and develop to the benefit of the local economy.

Local Authorities in the north west currently spend between £5bn and £6.5bn each year on goods and services so they could provide long-term stability for local businesses.

Follow the **Current Opportunities** link on your left to browse north west opportunities, as well as opportunities for other areas across the UK.

Suppliers can register online via the Suppliers' Area to receive email updates on opportunities that match their capabilities.

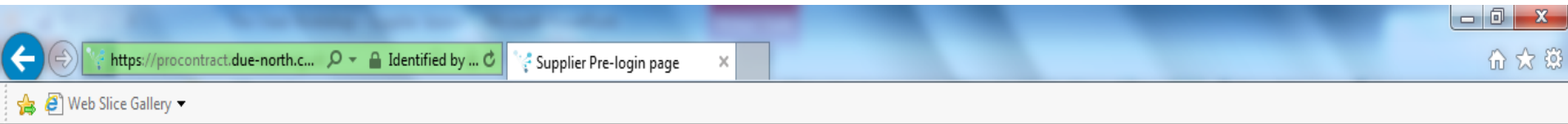
Suppliers can reduce tendering costs by registering their interest in opportunities online.

**Already registered with ProContract?** - then there is no need to re-register to access North West opportunities.

At the bottom of the page, there is a logo for **procontract** and a small logo for **ndc** (North West Development Centre).

Click on  
register  
free





## Home page

### News and announcements

#### Welcome to the new version of ProContract

As the market leader in the public sector Due-North has a wealth of procurement expertise, and now our systems functionality has been further improved with the introduction of ProContract Version 3.

If you are a current registered supplier and this is the first time you are visiting the site your details have been automatically transferred, however for security and account validation you will be required to reset your password and follow the instructions below:

[Migrated user instructions](#)

### Current opportunities

[Find opportunities](#)

Shown below is a list of the latest current opportunities

#### Opportunities

#### Recently added

1 2 3 4 5 6 7 8 9 10 ... 39 40 [Next >](#)

Buyer	Title	Start date	End date	Estimated value
Ashford Borough Council	<a href="#">Kestrel Park (Brisley Farm) Open Space Creative Play, Coulter Road, Ashford, Kent (Kestrel Park (Brisley Farm) Open Space Creative Play, Coulter Road, Ashford, Kent)</a>	11/12/2015 10:47:00	15/01/2016 12:00:00	£200,000.00

Click on register

### New to portal

Free registration

[Register](#)

[Login](#)

[Forgotten your username or password?](#)

### Useful links

[Contracts register](#)

[Help](#)

# Registration

- The wizard will then take you through a few pages of inputting company information

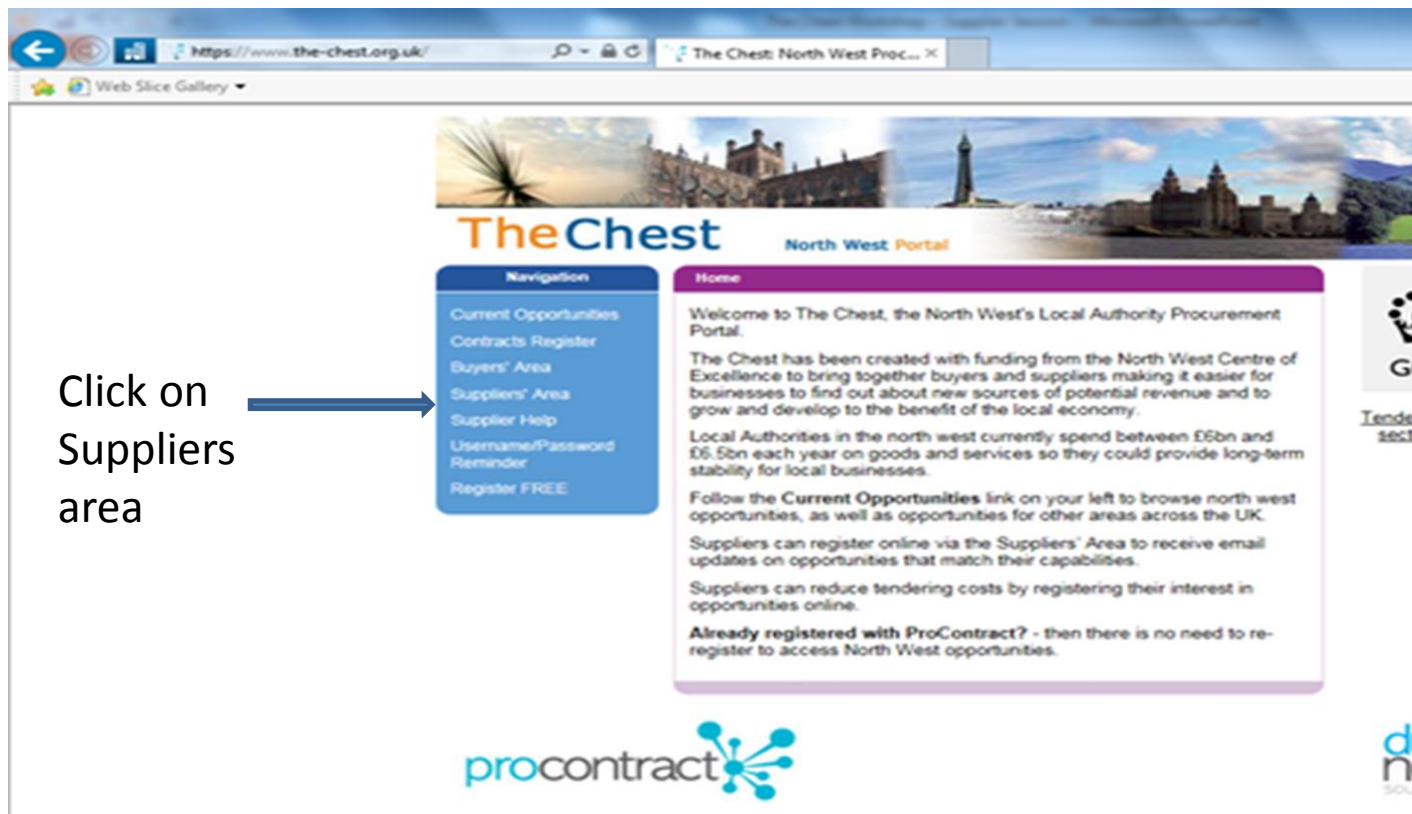
The screenshot shows a web browser window with the URL <https://procontract.due-north.com>. The page header features the 'due north sourcing solutions' logo and the text 'ProContract brought to you by due north sourcing solutions'. The main content area is titled 'Register' and displays a multi-step wizard. The steps are: 1. Requirements (selected), 2. Contact info, 3. Company info, 4. Description, 5. Opportunities, 6. T&Cs, and 7. Confirmation. A message states: 'We require all this information to create your account unless marked as optional.' The form fields are organized as follows:

Title	First name	Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>
✖ Please enter a title.	✖ Please enter a first name.	✖ Please enter a last name.
Job title	Department	
<input type="text"/>	<input type="text"/>	
✖ Please enter a job title.	✖ Please enter a department.	
Telephone	Fax (optional)	Mobile (optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>
✖ Please enter a telephone number.		
Email		
We will use this to notify you of new opportunities.		

## Registration

- Once Registered you will receive a log in user name and password
- On first log in you will need to change your password and set your memorable information
- You will be asked for characters from your memorable password on leach log in

## Logging in



The screenshot shows a web browser window with the URL <https://www.the-chest.org.uk/>. The page features a banner image of a coastal town. Below the banner, there is a navigation menu on the left and a main content area on the right. The navigation menu is highlighted with a blue background and contains the following links: Current Opportunities, Contracts Register, Buyers' Area, Suppliers' Area, Supplier Help, Username/Password Reminder, and Register FREE. A blue arrow points from the text 'Click on Suppliers area' to the 'Suppliers' Area' link in the navigation menu. The main content area has a purple header and contains a welcome message, a description of the portal, and information about local authorities and suppliers. At the bottom of the page, there are logos for 'procontract' and 'dn'.

Click on Suppliers area

**The Chest** North West Portal

**Navigation**

- Current Opportunities
- Contracts Register
- Buyers' Area
- Suppliers' Area
- Supplier Help
- Username/Password Reminder
- Register FREE

**Home**

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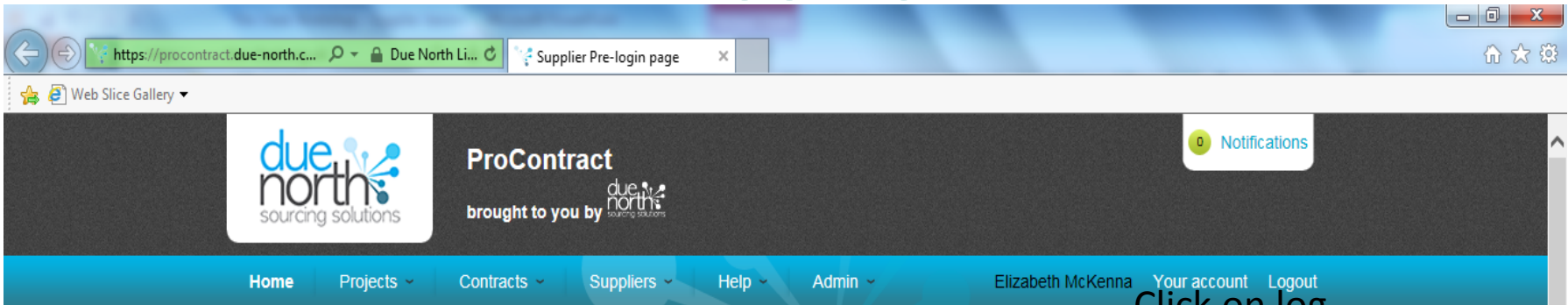
Suppliers can reduce tendering costs by registering their interest in opportunities online.

**Already registered with ProContract?** - then there is no need to re-register to access North West opportunities.

procontract

dn

## Logging in



Click on log  
in

### Home page

**News and announcements**

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[Migrated user instructions](#)

**New to portal**

Free registration

[Register](#) [Login](#)

[Forgotten your username or password?](#)

**Useful links**

[Contracts register](#) >

[Help](#) >

**Current opportunities** [Find opportunities](#)

Shown below is a list of the latest current opportunities

Opportunities Recently added

1 2 3 4 5 6 7 8 9 10 ... 39 40 Next >


Buyer Title Start date End date Estimated value



## Enter User Name and Password



**ProContract**

brought to you by 

### Log In

**User Name**

**Password**

[Forgotten your username or password?](#)

Continue

### Welcome to ProContract

#### Already registered?

Simply enter your chosen username and password and click 'Continue'

#### 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



## Enter Memorable Information



**ProContract**  
brought to you by 

### Memorable Information

Please enter characters 2 , 3 and 8 from your memorable information then click on the Log in button.

We will never ask for you for your FULL memorable information.

This login step improves security.

Character 2   Character 3   Character 8

Log In

[Cancel](#)

[Get a hint regarding your memorable information?](#)

## Homepage

The screenshot shows the ProContract Due North Sourcing Solutions homepage. The browser address bar displays `https://procontract.due-north.com` and identifies the user as 'Supplier Post-Login Home'. The page header includes the 'due north sourcing solutions' logo, the 'ProContract' branding, and a 'View notifications' link with a blue arrow pointing to a notification badge showing '3 Notifications'. The main navigation bar contains links for 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help', along with user information 'L Hilton' and 'Your account' with a 'Logout' link. A blue arrow points to the 'Update details' link next to the user name. Below the navigation bar, the 'Home' page is displayed. It features a search bar with a dropdown menu set to 'All opportunities', a 'Search' input field, and a green 'Go' button. A blue arrow points to the 'Go' button. The 'Home page' section includes an 'Activities' panel with tabs for 'Active', 'Recently added', and 'Last viewed'. The 'Active' tab is selected, showing a dropdown menu with '-- Please select --', a 'Go' button, and a search input field. A blue arrow points to the search input field. Below the search bar, a message states: 'Please select a buyer from the dropdown and click on the 'Go' button'. The 'Opportunities' panel is also visible, with a blue arrow pointing to the 'Find opportunities' link. The 'Company details summary' panel for 'Hilton' is shown, including the address '58 Buxton lane, Droylsden, Greater Manchester, M43 6HG', a 'Description' of 'management', and 'Keywords' of 'management'. The 'Workgroups' panel is partially visible at the bottom.

due north sourcing solutions

ProContract

brought to you by due north sourcing solutions

View notifications

3 Notifications

Home Find opportunities My activities My contracts Help L Hilton Your account Logout

Update details

Home

All opportunities Search Go

Home page

Activities View full screen

Active Recently added Last viewed

-- Please select -- Go Search Go

Please select a buyer from the dropdown and click on the 'Go' button

Search for opportunities

Opportunities Find opportunities

To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above

Company details summary Edit

Hilton

58 Buxton lane, Droylsden, Greater Manchester, M43 6HG

Description

management

Keywords

management

Workgroups

Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together

## Categories

Browser address bar: <https://procontract.due-north.c...> Identified by ... Opportunities

Web Slice Gallery

Home Find opportunities My activities My contracts Help L Hilton Your account Logout

Home > Find Opportunities All data Search Go

### Opportunities

#### Narrow your results

##### Portals

All

##### Categories

There are 0 categories selected

[Add new category](#)

##### Regions

There are 0 regions selected

[Add new region](#)

##### Keywords

##### Expression date

Start date End date

dd/mm/yyyy

dd/mm/yyyy

##### Published date

#### Opportunities

1 2 3 4 5 ... 40 Next >

Title	Buyer	Expression Start	Expression End	Estimated Value
Information and Adult Services)	Nottingham City Council	16/11/2015	18/12/2015	N/A
"Pre Tender Notification – Barrow Waterfront Business Park – Remediation and Reclamation Project ("Pre Tender Notification – Barrow Waterfront Business Park – Remediation and Reclamation Project)	Cumbria County Council	03/12/2015	05/02/2016	N/A
121_16 Sandwiches and Filled Bread Products (121_16 Sandwiches and Filled Bread Products)	ESPO	04/11/2015	29/01/2016	£12,000,000.00
129 - Ethical Community Living Framework (129 - Ethical Community Living Framework)	Wigan Council	09/12/2015	18/01/2016	N/A
140 - Parent Support Strategic Development Partner (140 - Parent Support Strategic Development Partner)	Wigan Council	15/12/2015	18/01/2016	£833,334.00
143826 - Adpatations to a private Dwelling in Old Whittington, Chesterfield Derbyshire (143826 - Adpatations to a private Dwelling in Old Whittington, Chesterfield Derbyshire)	Derbyshire County Council	09/12/2015	11/01/2016	N/A
15 135 Oral Health Education and Promotion Service Including Dental Epidemiology (15 135 Oral Health Education and Promotion Service Including Dental Epidemiology)	Cheshire East Borough Council	16/12/2015	06/01/2016	N/A
1516-055 – Rollit House Fire Damage Reinstatement Works (1516-055 – Rollit House Fire Damage Reinstatement Works)	Islington	19/11/2015	21/12/2015	N/A
191B/C_16 Electricity (Half Hourly & Non Half Hourly Metered) (191B/C_16 Electricity (Half Hourly & Non Half Hourly Metered)	ESPO	25/11/2015	23/12/2015	£400,000,000.00

Opportunities page can add categories of interest

## Select from list

The screenshot shows a web browser window with the URL `https://procontract.due-north.com`. The page title is "Opportunities". The website header includes the "due north sourcing solutions" logo and the text "ProContract brought to you by due north sourcing solutions". A notification badge shows "3 Notifications".

The main content area is titled "Opportunities" and includes a sidebar for filtering results. The sidebar has sections for "Portals" (set to "All"), "Categories" (with a message "There are 0 categories selected" and a link to "Add new category"), "Regions" (with a message "There are 0 regions selected" and a link to "Add new region"), "Keywords" (with an input field), and "Expression date" (with fields for "Start date" and "End date").

A modal window titled "Category selection" is open in the center. It contains a search bar with the placeholder text "Enter the search criteria..." and a green "Search" button. Below the search bar are radio buttons for "Exact match" (selected) and "Fuzzy search". The modal also displays a "Categories list" with a scrollable list of categories, each with a checkbox and a description:

- ☐ 85150000 - Food and nutrition services
- ☐ 85160000 - Medical Surgical Equipment Maintenance Refurbishment and Repair Services
- ☐ 85170000 - Death and dying support services
- ☐ 86000000 - Education and Training Services
- ☐ 90000000 - Travel and Food and Lodging and Entertainment Services
- ☐ 91000000 - Personal and Domestic Services
- ☐ 92000000 - National Defense and Public Order and Security and Safety Services
- ☐ 93000000 - Politics and Civic Affairs Services

At the bottom of the modal is a section titled "Selected categories".

On the right side of the page, there is a table with the following columns: "Expression End" and "Estimated Value". The table contains several rows of data:

Expression End	Estimated Value
18/12/2015	N/A
05/02/2016	N/A
29/01/2016	£12,000,000.00
18/01/2016	N/A
18/01/2016	£833,334.00
11/01/2016	N/A
06/01/2016	N/A

# Expressing an Interest

The screenshot shows a web browser window with the URL <https://procontract.due-north.com>. The page header includes the 'EastMidsTenders' logo and 'ProContract brought to you by due north sourcing solutions'. A notification badge shows '3 Notifications'. The navigation bar includes links for Home, Find opportunities, My activities, My contracts, Help, L Hilton, Your account, and Logout.

The breadcrumb trail is: Home > Find opportunities > 121\_16 Sandwiches and Filled Bread Products.

The main heading is '121\_16 Sandwiches and Filled Bread Products' with a link to 'Return to find opportunities'.

**Main contract details**

- Opportunity Id** DN19881 (Historical Ref: CONTRACT-9WHC-AQ1G3K)
- Title** 121\_16 Sandwiches and Filled Bread Products
- Categories**
  - 15811500-1 - Prepared bread products
  - 15811510-4 - Sandwiches
  - 15811511-1 - Prepared sandwiches
  - [More...](#)
- Description** Supply and delivery of prepared sandwiches and prepared bread products to individual delivery points. We would like to invite any interested parties to attend a meet the buyer session to discuss the tender opportunity in more detail. NHS Wales Procurement Services will use these sessions to provide...ails of the classification of end user establishments and geographical areas is available on: <http://www.espo.org/About-us-%281%29/FAQs/Legal> An eAuction process may be used to award subsequent call off contracts following the reopening of competition among the parties to the Framework Agreement.

**Expression of interest window**

From 04/11/2015 13:38 to 29/01/2016 12:00

[Register interest in this opportunity](#)

**Contact details**

- Buyer** ESPO
- Contact** Martin Lawson
- Email** [m.lawson@espo.org](mailto:m.lawson@espo.org)
- Telephone** +441162944045
- Fax** +441162944393
- Address** Barnsdale Way, Grove Park  
Leicester  
Leicestershire  
LE19 1ES  
United Kingdom



## Registering an Interest

- You will then receive an email to confirm registration
- Go to my activities and the opportunity will be visible





Home > My activities

All data [v] Search [Go]

My activities

Narrow your results

**Buyer**

- ☒ Nottingham City Council
- ☐ Tameside Metropolitan Borough Council
- ☐ Oldham Council

**Event type**

- ☒ All
- ☐ RFX

**Status**

- ☒ All
- ☐ New action

**Update**

Active activities Archived activities Last viewed activities				
--Actions-- [v]				
<input type="checkbox"/>	<b>Buyer</b>	<b>Title</b>	<b>Current event</b>	<b>Event deadline</b>
<input type="checkbox"/> ★	Nottingham City Council	<a href="#">Independent Living and Adult Services</a>	Independent Living and Adult Services Refurbishment Works	18/12/2015

## Nottingham City Council - ITT 99950

**Amendments**

**Amended** 10/12/2015 08:52:39

**Sections** Highlighted In Yellow

**Description** Additional TUPE Information to support the clarification questions issued on the 1st December 2015 - 10.12.2015

**History**

Version 4 Current

Version 3  
Amended 10/12/2015 08:52:39 [View](#)

Version 2  
Amended 01/12/2015 10:30:34 [View](#)

Version 1  
Amended 17/11/2015 16:13:16 [View](#)

View documents

**Main details**

**Title:** Independent Living and Adult Services Refurbishment Works

**Description:** The works will include but not be limited to Independent Living Schemes (Sheltered accommodation) Adult Services accommodation both Residential and Day Centre, and other sites where similar communal works for the improvement of buildings is required during the Contract period.

**Respond by:** 18 December 2015 13:00:00

[<Back to dashboard](#)

Time remaining

1 Day 19 Hours 34 Minutes 21 Seconds

Messaging

You have 1 unread message(s).

[View messages](#)

View messages

**Response controls**

[Start my response](#)

[Register intent to respond](#)

[No longer wish to respond](#)

Register intent to respond

Start your response

**My responses**

**ITT Version 1**  
You were not invited to this version.

**ITT Version 2**  
You were not invited to this version.

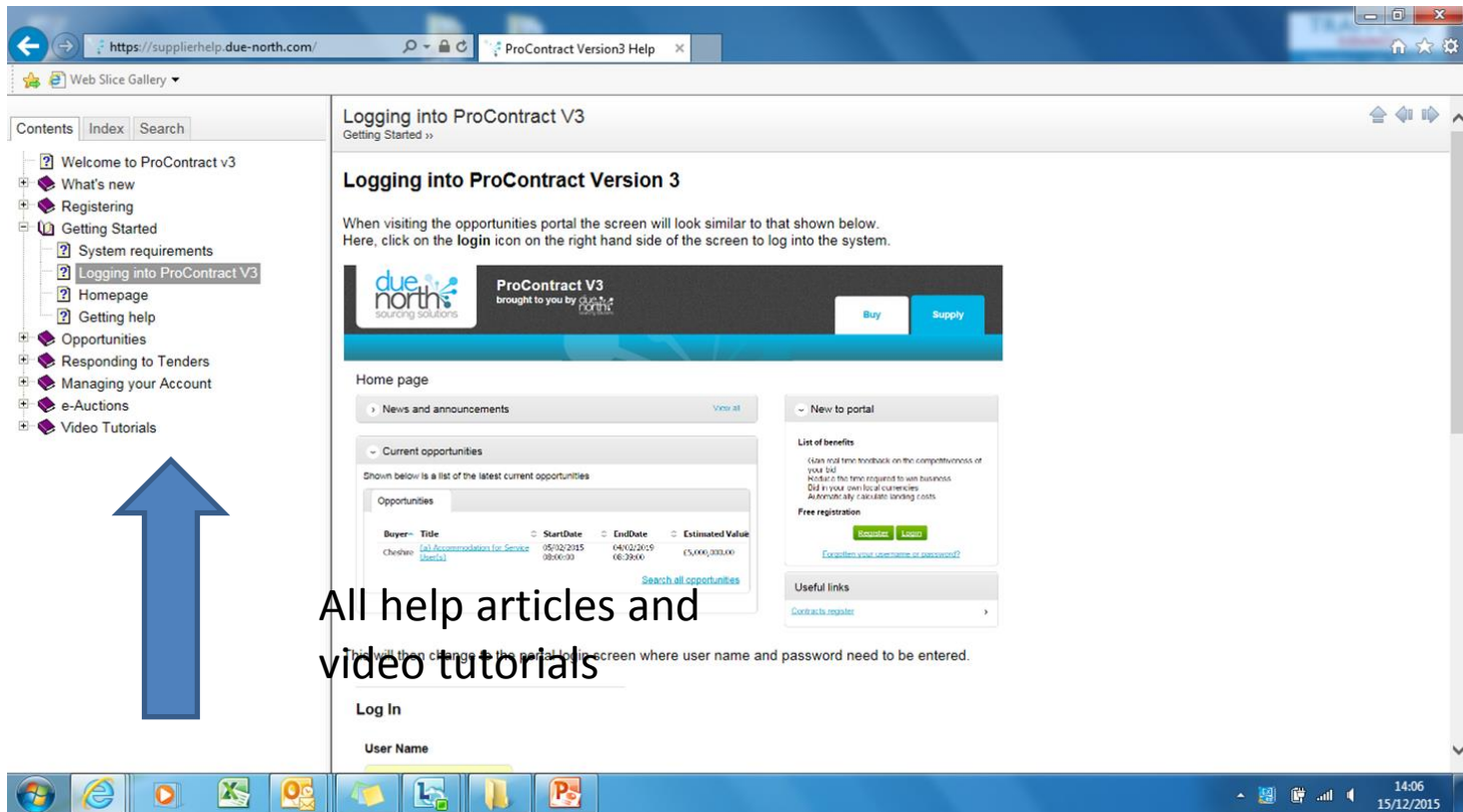
**ITT Version 3**  
You were not invited to this version.

**ITT Version 4**  
You were not invited to this version.

## Response Wizard

- Response Wizard will take you through each step to respond
- You can amend your response up until the deadline
- Please ensure you leave enough time to upload

# Help



The screenshot shows a web browser window with the URL <https://supplierhelp.due-north.com/>. The page title is "ProContract Version3 Help". The left-hand navigation menu includes links such as "Welcome to ProContract v3", "What's new", "Registering", "Getting Started", "System requirements", "Logging into ProContract V3", "Homepage", "Getting help", "Opportunities", "Responding to Tenders", "Managing your Account", "e-Auctions", and "Video Tutorials". A large blue arrow points to the "Logging into ProContract V3" link. The main content area is titled "Logging into ProContract V3" and "Getting Started". It contains a "Login" button and a "Supply" button. Below this, there is a "Home page" section with "News and announcements", "Current opportunities", and "New to portal". The "Current opportunities" section lists a table of opportunities with columns for Buyer, Title, Start Date, End Date, and Estimated Value. The "New to portal" section includes a "List of benefits" and a "Free registration" section with "Register" and "Login" buttons. The bottom of the page shows a Windows taskbar with various application icons and a system clock displaying 14:06 on 15/12/2015.

**Logging into ProContract V3**  
Getting Started »

**Logging into ProContract Version 3**

When visiting the opportunities portal the screen will look similar to that shown below. Here, click on the **login** icon on the right hand side of the screen to log into the system.

**due north** sourcing solutions **ProContract V3** brought to you by **due north** **Buy** **Supply**

**Home page**

News and announcements [View all](#)

**Current opportunities**

Shown below is a list of the latest current opportunities

Buyer	Title	StartDate	EndDate	Estimated Value
Cheshire	<a href="#">[All Accommodation for Service Users]</a>	05/02/2015 08:00:00	04/02/2016 06:30:00	£3,000,000.00

[Search all opportunities](#)

**New to portal**

**List of benefits**

- Gain first time feedback on the competitiveness of your bid
- Reduce the time required to win business
- Did in your own local currencies
- Automatically calculate landing costs

**Free registration**

[Register](#) [Login](#)

[Forgot your username or password?](#)

**Useful links**

[Contracts register](#)

**Log In**

User Name