



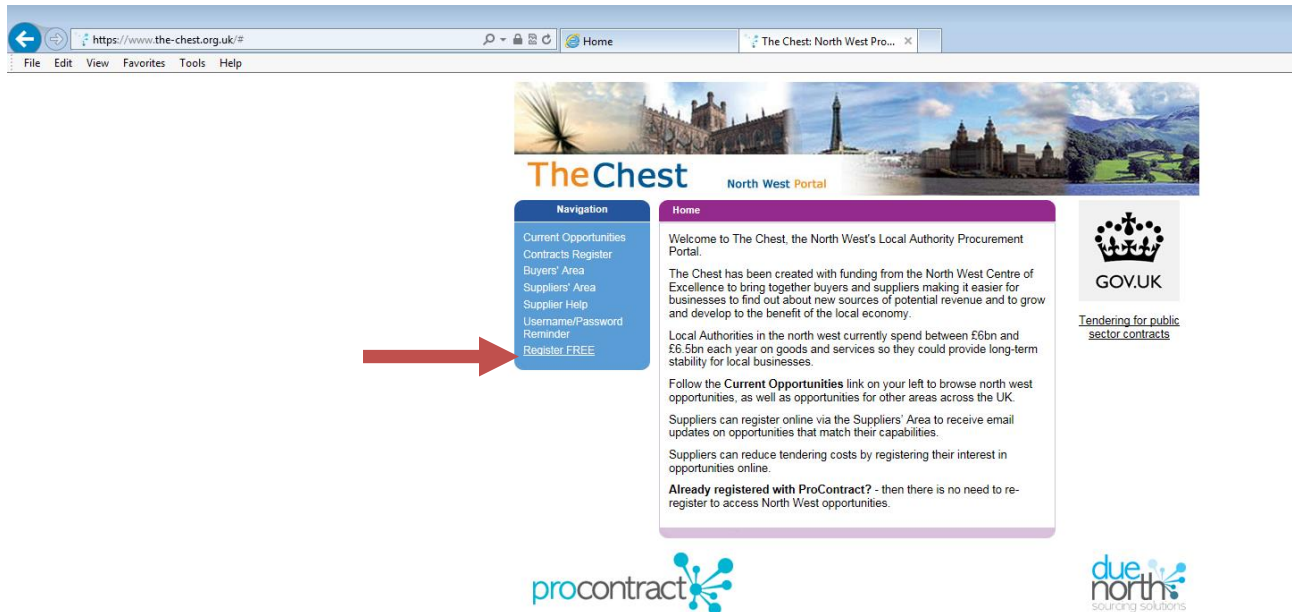
**Corporate Procurement (Supplier)**

**Supplier Registration, Accessing and Applying for  
Opportunities**

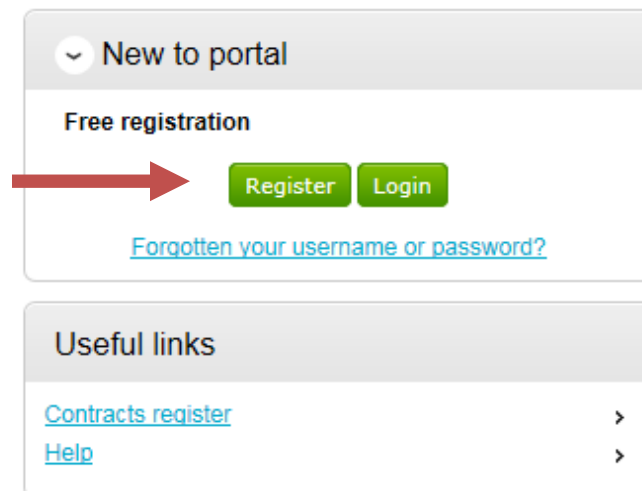
<b>Contents</b>	<b>Page</b>
<a href="#"><u>Setting up as a New Supplier</u></a>	3
<a href="#"><u>Accessing and Applying for Opportunities</u></a>	14
<a href="#"><u>Posting Questions regarding opportunities and Tenders</u></a>	32
<a href="#"><u>Edit your Company details</u></a>	35
<a href="#"><u>Edit your Account Details</u></a>	57
<a href="#"><u>Accessing Previous Applications</u></a>	66

## Setting up as a New Supplier

Step 1 – Navigate to the homepage of The Chest, [www.the-chest.org.uk](http://www.the-chest.org.uk), and select 'Register Free'.

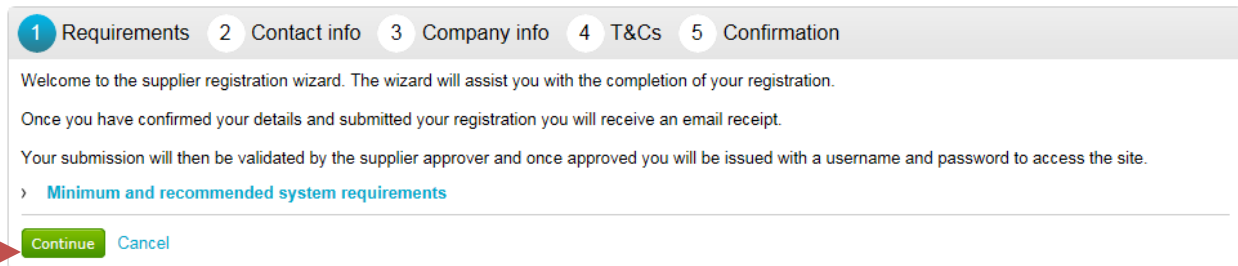


Step 2 - This will bring you to the 'Supplier Pre-Login' page, in the 'New to Portal' box select 'Register'.



Step 3 – You will then be brought to the Register page. There are **five steps** to complete; complete the steps with the necessary information where 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](#)

Step 4 – This will then bring you to step 2 ‘Contact info’. In this section you are required to complete your contact details, your **username** will be generated within this stage (by default it will be your email address however you are able to change this) and also prompted to enter a **password** of your choice. *It is recommended that you keep a record of these details.* Once you are happy with the information you have submitted select ‘Continue’ as shown in the screenshot below.

## Register

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

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="Fazila"/>	<input type="text" value="Talati"/>
Job title	Department	
<input type="text" value="Procurement Officer"/>	<input type="text" value="Chief Executives"/>	
Telephone	Fax (optional)	Mobile (optional)
<input type="text" value="01204123456"/>	<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](#)



Step 5 – The next section is 'Company Info'. Fill out as much of your company's information as possible and then select continue shown below.

## Register

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

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



Step 6 – The next section will bring you to the ‘T&Cs’. Once you have carefully read 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 ‘Continue’ as shown in the screenshot below.

## Register

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

**Due north terms and conditions**

The Website/Services may include links to third party websites that are controlled and maintained by others. Any link to other websites is not an endorsement of such websites and you acknowledge and agree that Due North Limited is not responsible for the content or availability of any such sites.

**Acceptable Uses**

You acknowledge that all information, text, graphics, logos, photographs, images, moving images, sound, illustrations and other materials ("the Content"), whether posted publicly or transmitted privately, are the sole responsibility of the person from whom such Content originated. Due North Limited does not control or endorse the Content and cannot guarantee the accuracy, integrity or quality of such Content and you acknowledge that by using the Services you may be exposed to content that is offensive and/or indecent. Due North Limited will not be liable in any way for any Content or for any loss or damage of any kind resulting from the use of any Content transmitted via the Services and you agree to bear all risks associated with the use of any Content, including any reliance on the accuracy or completeness of such Content.

In using the Website/Services you agree not to.

1. Use the Services to send junk email, spam, chain letters, pyramid schemes or any other unsolicited messages, commercial or otherwise.
2. Post, publish, distribute or disseminate material or information that is defamatory, infringing, obscene, indecent, threatening, abusive, harassing or unlawful.
3. Post, publish, distribute or disseminate material or information that incites discrimination, hate or violence towards any person or group on account of their race, religion, disability, nationality or otherwise.

**Privacy policy**

What is this Privacy Policy for?

This privacy policy is for this website <http://procontract.due-north.com/> and served by Due North and governs the privacy of its users who choose to use it. The policy sets out the different areas where user privacy is concerned and outlines the obligations & requirements of the users, the website and website owners. Furthermore the way this website processes, stores and protects user data and information will also be detailed within this policy.

**The Website**

This website and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies with all UK national laws and requirements for user privacy.

**Use of Cookies**

This website uses cookies to better the users experience while visiting the website. Where applicable this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer / device. This complies with recent legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer / device. Cookies are small files saved to the user's computer's hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website. Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps 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

[Continue](#) [Back](#) [Cancel](#)

Step 7 - The final stage will be the summary of all the information you have entered. It is recommended that you have a final check of your details before you submit your registration. Once you are satisfied that the information required is complete select 'Submit Registration'.

**ProContract**  
brought to you by

### Register

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

Name	Miss Fazila Talati
Job title	Procurement Officer
Department	Cheif Executives
Telephone	01204 334111
Fax	
Mobile	
User name	supplier.bolton@outlook.com
Email	supplier.bolton@outlook.com
Company name	Supplier Bolton
Address	Victoria Square, Bolton, Lancashire, BL1 1RU United Kingdom
URL	
Registration number	N/A
VAT number	N/A
Company description	Supplies to Bolton
Keywords	Bolton
Number of employees	1
Legal Status of Organisation	Sole Trader
Further Organisation Detail	Public Sector Organisation
Categories	77000000 - Environmental Services
Regions	UK - UNITED KINGDOM

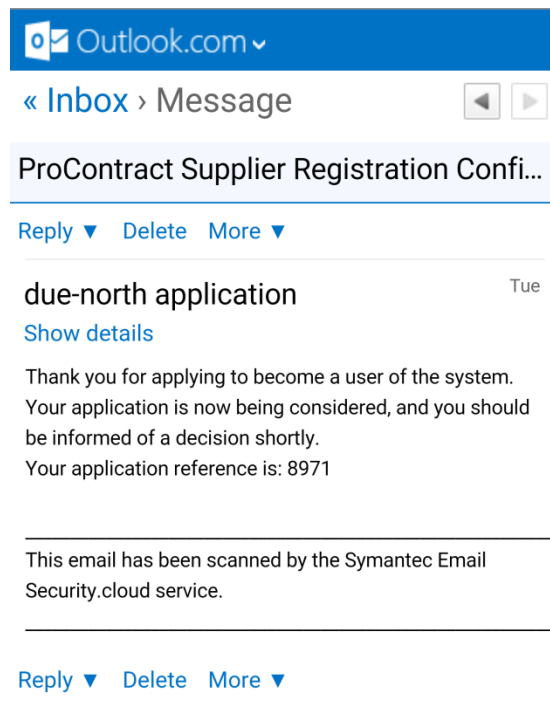
[Submit registration](#) [Back](#) [Cancel](#)



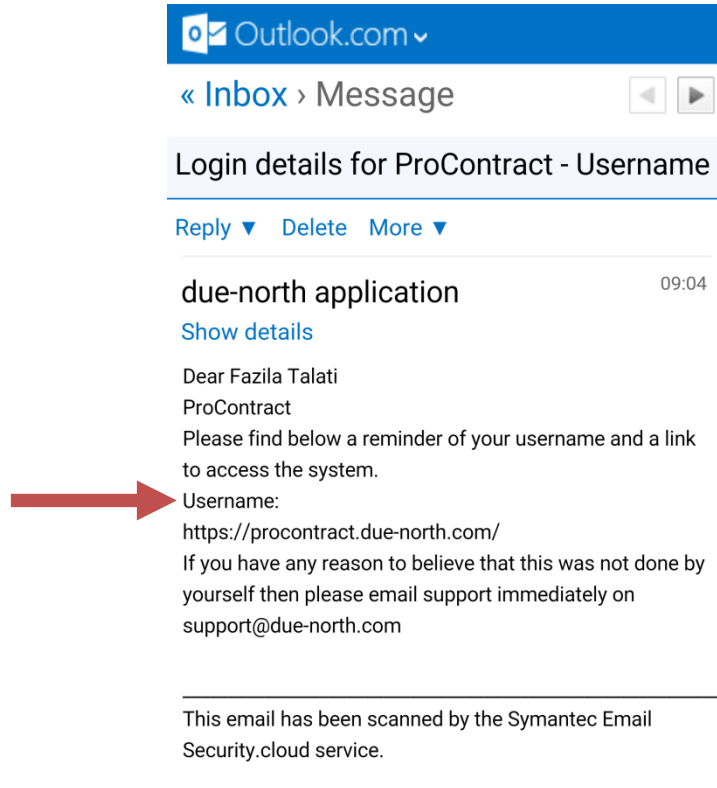


Step 8 – You will receive an acknowledgment message to confirm the registration details and will be informed of the outcome. Then select ‘continue’ to complete the submission process.

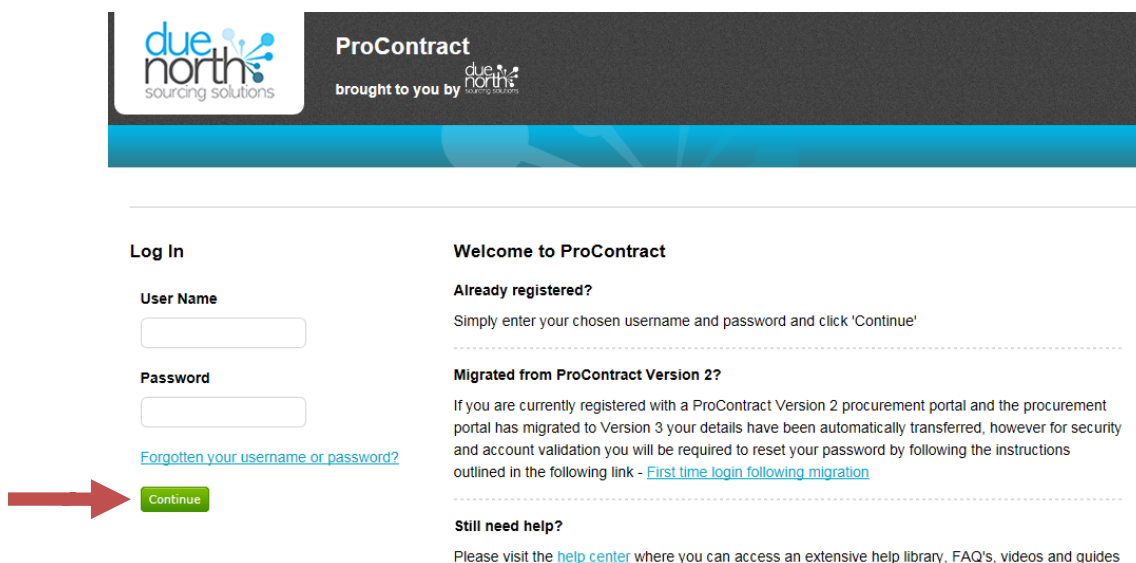
You will receive an email to confirm your application has been received and be provided an application reference number which can be used to track the progress of your application. *Please note the notification of the outcome may take 24 hours.*



Step 9 - Once your application has been accepted an email will be sent to confirm this as shown below. Copy and paste the link below on to the address bar on your internet browser e.g. Internet Explorer, Google Chrome, Firefox etc.



Step 10 - Log onto 'The Chest' system as a supplier using your username and password and select 'Continue'



**Step 11** – In this section “First time log in” you will need to check your company details are correct, if there are any changes to be made in the company details section 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 **?**  
  N/A

VAT Registration number **?**  
  N/A

Company description **?**

**Step 12** – The next section is about Keywords, you can type up to 6 keywords which relates 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 tender. To do this, click on “add new row” and type in your own keywords which relates to your business and click on the tick box next to it to select.

Keywords

Keywords (Up to six) **?**

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

Keyword	Select
<input type="text" value="Environment"/>	<input checked="" type="checkbox"/>
<input type="text" value="Care"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>

**Step 13** - The next section 'Workgroups' will also help allow you to be notified via email of different opportunities/tenders advertised which may be of interest to you and your company to tender. 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 ⓘ  
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](#)  
180000 - Environmental Services

Regions ⓘ [Edit](#)  
UNITED KINGDOM


**Step 14** – You will then need to select the classification and type of organisation your company is and also provide your “Voluntary Community Sector (VCS) Registration number” if applicable 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

VCS registration number

Please provide your registered VCS number where applicable

N/A

Number of employees 

**Step 15** – Next, you can choose to receive email notifications from The Chest. We highly recommend that this is selected as “Yes”.

Communication preferences

Receive system email notifications

Yes  No

**Step 16** - The next section will bring you to the ‘T&Cs’. Once you have carefully read 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 in the screenshot below.

Acceptable Uses

You acknowledge that all information, text, graphics, logos, photographs, images, moving images, sound, illustrations and other materials ("the Content"), whether posted publicly or transmitted privately, are the sole responsibility of the person from whom such Content originated. Due North Limited does not control or endorse the Content and cannot guarantee the accuracy, integrity or quality of such Content and you acknowledge that by using the Services you may be exposed to content that is offensive and/or indecent. Due North Limited will not be liable in any way for any Content or for any loss or damage of any kind resulting from the use of any Content transmitted via the Services and you agree to bear all risks associated with the use of any Content, including any reliance on the accuracy or completeness of such Content.

In using the Website/Services you agree not to.

1. Use the Services to send junk email, spam, chain letters, pyramid schemes or any other unsolicited messages, commercial or otherwise.

Privacy policy

What is this Privacy Policy for?

This privacy policy is for this website <http://procontract.due-north.com/> and served by Due North and governs the privacy of its users who choose to use it. The policy sets out the different areas where user privacy is concerned and outlines the obligations & requirements of the users, the website and website owners. Furthermore the way this website processes, stores and protects user data and information will also be detailed within this policy.

The Website

This website and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies with all UK national laws and requirements for user privacy.

Use of Cookies

This website uses cookies to better the users experience while visiting the website. Where applicable this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer / device. This complies with

You must agree to all conditions to continue

[Update account and login](#) [Cancel](#)

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

Step 1 – Once you have logged on To The Chest as a supplier you will be brought to the 'Home page below. Choose 'Find Opportunities' as indicated.

due north sourcing solutions

ProContract brought to you by due north sourcing solutions

Notifications

Home Find opportunities My activities My contracts Help Fazila Talati Your account Logout

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

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](#)

**Supplier Bolton**

Victoria Square, Bolton, Lancashire, BL1 1RU

**Description**

Supplies to Bolton

**Keywords**

Bolton

Workgroups

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

[Chief Executives \(1\)](#)

Add new workgroup

Step 2 – On the left hand side under the ‘Organisations’ drop-down menu in the ‘Portals’ box select ‘The Chest’ and then select ‘Update’

The screenshot shows the ProContract interface. At the top, there are logos for 'due north sourcing solutions' and 'ProContract brought to you by due north'. Below the navigation bar, the page title is 'Home > Find Opportunities'. The main content area is titled 'Opportunities'. On the left, there is a 'Narrow your results' sidebar with several filter sections: 'Portals' (with 'The Chest' selected and circled in red), 'Categories', 'Regions', 'Keywords', 'Expression date', and 'Published date'. At the bottom of the sidebar are 'Reset' and 'Update' buttons, with a red arrow pointing to the 'Update' button. On the right, there is a list of search results under the heading 'Opportunities', with a pagination control showing '1 2 3 4 5 ... 44 Next >'. The results list includes titles such as 'Sutton Northern Gateway - Market Consultation Event', 'Pre Tender Notification - Barrow Waterfront Business Park - Remediation and Reclamation Project', and various contract and service titles.

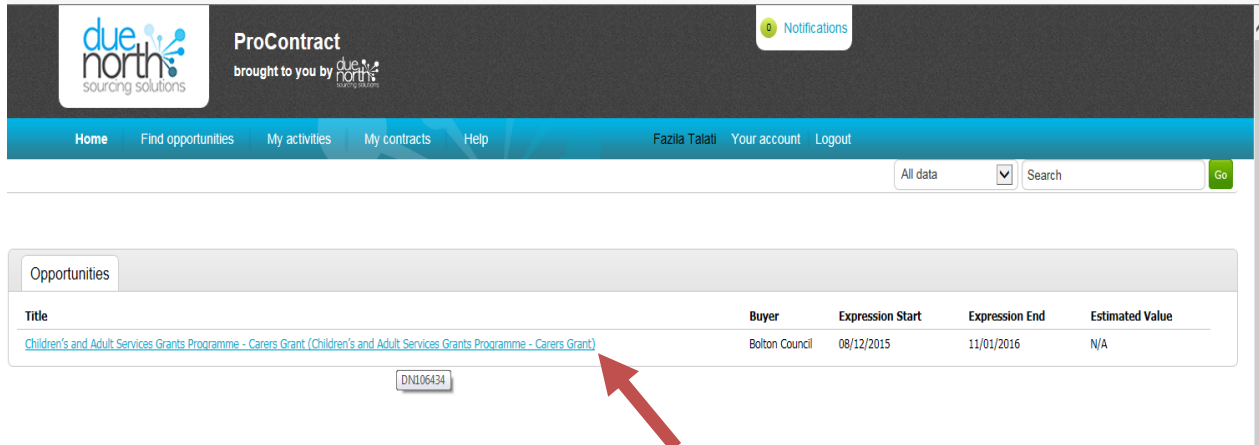
Step 3 - Next, under the ‘Organisations’ tab select ‘Bolton Council, then click on ‘Update’

### Opportunities - Search results

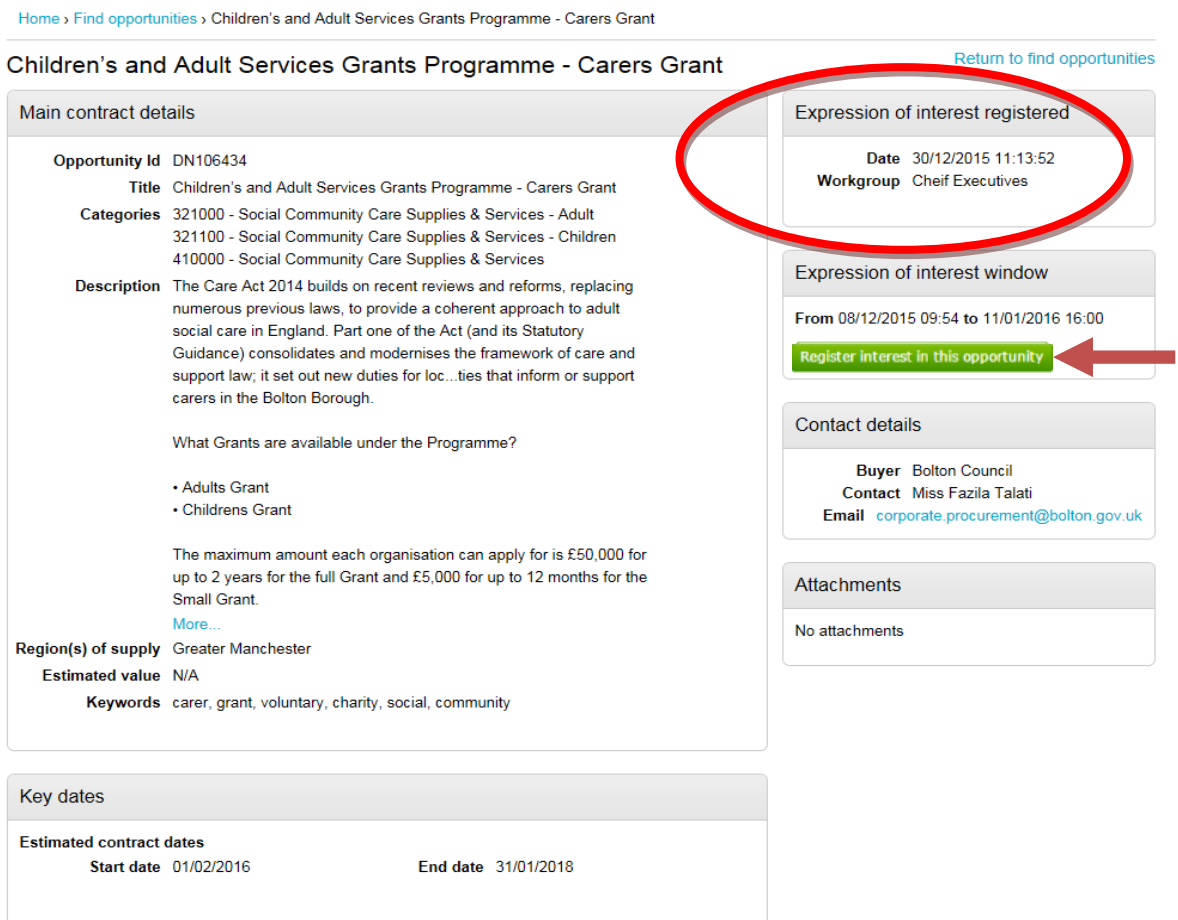
This screenshot shows the 'Narrow your results' sidebar from the previous step. The 'Organisations' dropdown menu is expanded, showing a list of various councils and organizations. 'Bolton Council' is highlighted and circled in red. Other visible options include 'All', 'AGMA', 'Allerdale Borough Council', 'Barrow in Furness Borough Council', 'Blackburn with Darwen', 'Blackpool Council', 'Bolton at Home', 'Burnley Borough Council', 'Bury Council', 'Carlisle City Council', 'Cheshire East Borough Council', 'Cheshire Fire and Rescue Services', 'Cheshire West and Chester', 'Chorley Council', 'Copeland Borough Council', 'Cumbria County Council', 'Eden District Council', 'Fylde Borough Council', 'Greater Manchester Fire and Rescue Service', 'Greater Manchester Police Authority', 'Greater Manchester Waste Disposal Authority', 'Halton Borough Council', 'Housing Maintenance Solutions', 'Hyndburn Borough Council', 'Knowsley Council', 'Lake District National Park', 'Lancashire County Council', 'Lancaster City Council', and 'Liverpool City Council'. At the bottom of the sidebar are 'Reset' and 'Update' buttons.



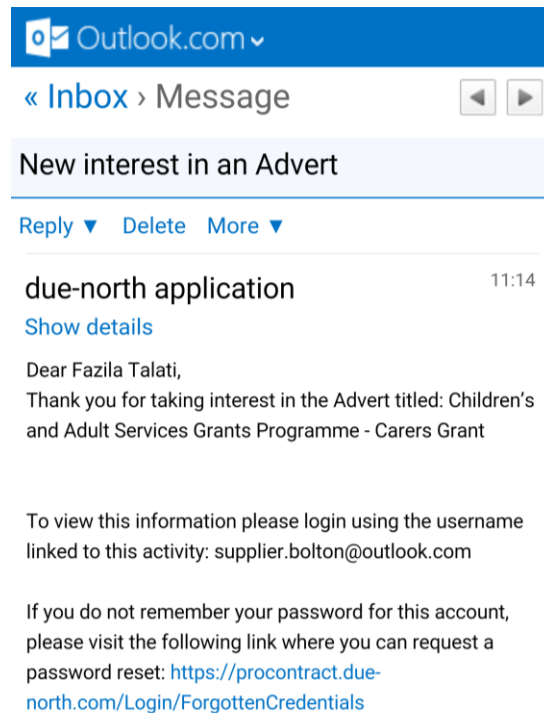
Step 4 - This will bring through details for opportunities for Bolton Council. Click on the Title Link as indicated below.



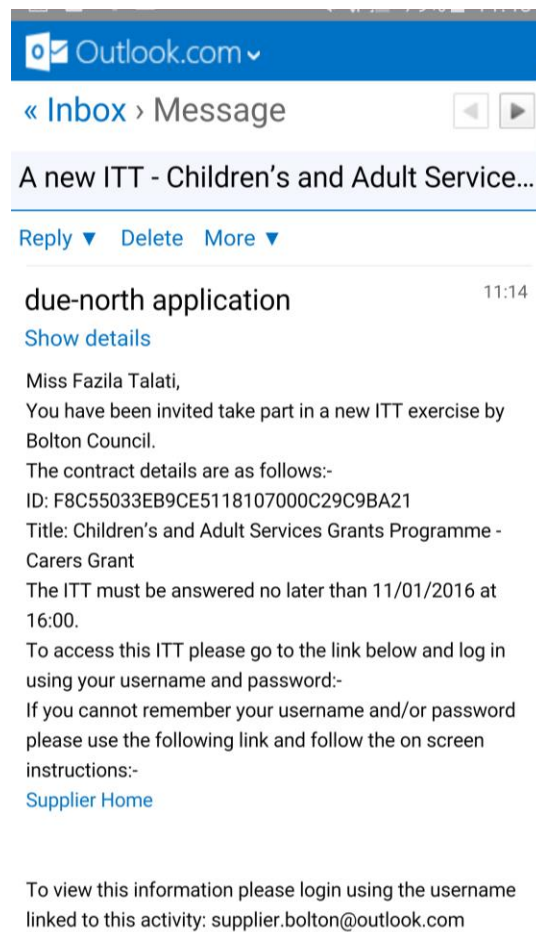
Step 5 – You will then be able to view the opportunity under Main Contract Details which provides you with a summary about the opportunity advertised. On the right hand side select 'Register interest in this opportunity'. The same area will now show **confirmation** of the registered Expression of Interest.



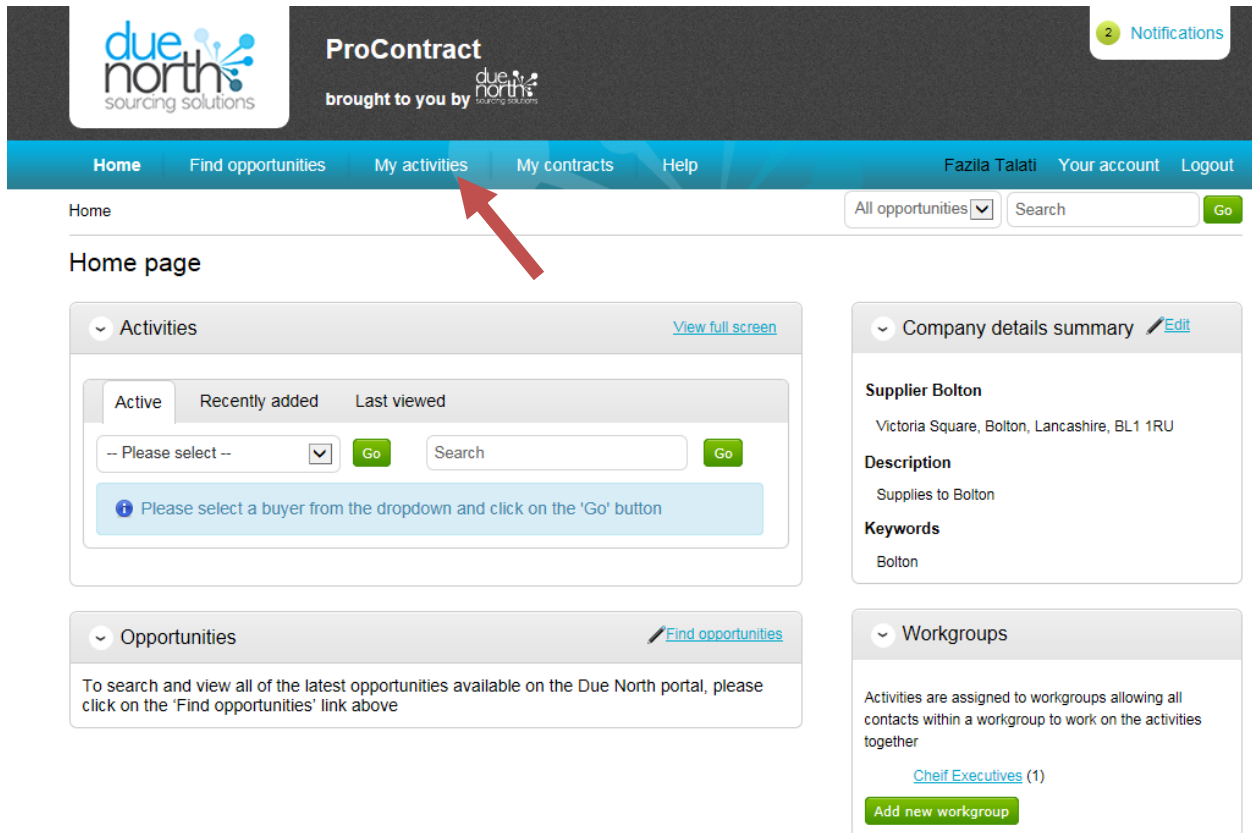
Step 6 – An email will then be sent to the email address which was provided at Supplier Registration stage, confirming that your interest for the Advert has been successful



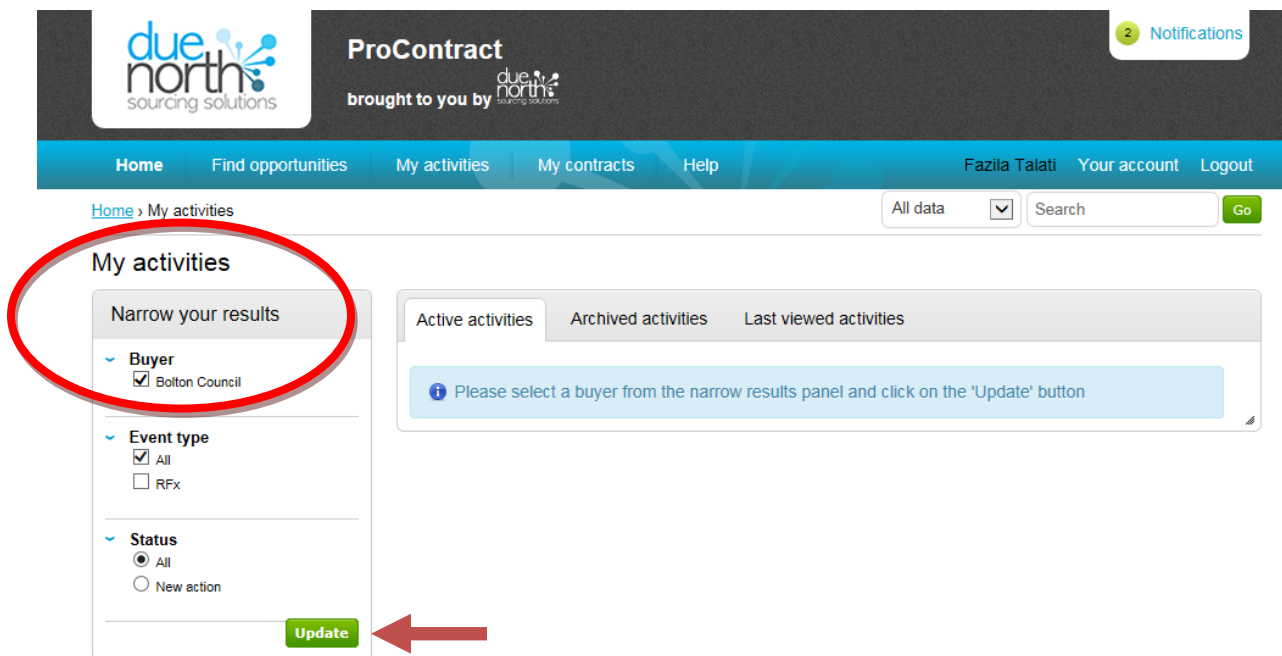
Step 7 – A further e-mail will also be sent which will provide a link 'Supplier Home' which will direct you to your homepage (if already logged on to The Chest)



Step 8 – This will then bring you to your supplier homepage. To navigate to the opportunity select ‘My activities’ as shown below.



Step 9 - On the left hand side of the ‘My Activities Page’ click the tick box ‘Bolton Council’ and then select ‘Update’ as shown below.



Step 10 – Find the opportunity which you have invited to take part in and click on the Title Link as indicated.

**ProContract**  
brought to you by due north sourcing solutions

Notifications: 2

Home Find opportunities My activities My contracts Help Fazila Talati Your account Logout

Home > My activities All data Search Go

### My activities

Narrow your results

- Buyer**
  - Bolton Council
- Event type**
  - All
  - RFX
- Status**
  - All
  - New action

Update

Active activities	Archived activities	Last viewed activities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Buyer</b>	<b>Title</b>	<b>Current event</b>
Children's and Adult Services Grants Programme - Carers Grant	Children's and Adult Services Grants Programme - Carers Grant	Children's and Adult Services Grants Programme - Carers Grant
		<b>Event deadline</b>
		11/01/2016

Step 11 - This will then bring you to the following Activity page . Select 'Open' as shown below to begin to view further information.

**ProContract**  
brought to you by due north sourcing solutions

Notifications: 2

Home Find opportunities My activities My contracts Help Fazila Talati Your account Logout

Home > My activities > Children's and Adult Services Grants Programme - Carers Grant

### Activity : Children's and Adult Services Grants Programme - Carers Grant

< Back to home page

Archive this activity

Messaging

You have 0 unread message(s).  
[View messages](#)

Audit history

[View audit history](#)

Events

[Children's and Adult Services Grants Programme - Carers Grant](#) Draft (Respond by: 11/01/2016) [Hide details](#) | [Open](#)

**Activity type:** ITT  
**Reference:** 100621  
**Respond by:** 11 January 2016 at 16:00  
**Response status:** Version 1 - Draft

Step 12 – The following screens will show the tender information and the tender documents terms and conditions for suppliers to download on to your computer, complete and save. The tender documents will consist of the specification, questionnaire, pricing documents and any other relevant information, whichever is 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 opportunity.

**Point of delivery**

Metropolitan Borough of Bolton

**Attachments**

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

<a href="#">2015 Grants - Guidance for applicants Dec 2015.doc</a>	485 KB
<a href="#">2015 Grants Process - Grant Application Form.doc</a>	179 KB
<a href="#">Carers Grant Criteria and Outcomes.docx</a>	176 KB
<a href="#">Small Grant Application Form.docx</a>	69 KB

**Terms & conditions**

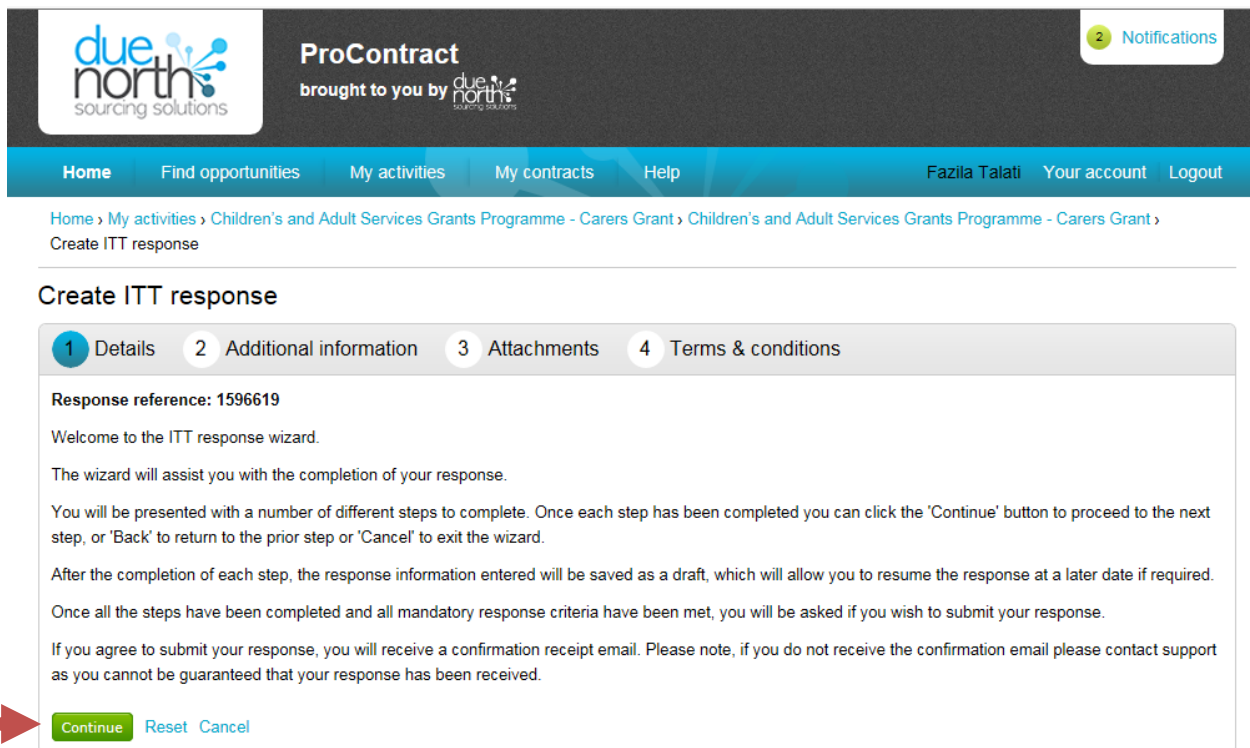
[Please see Tender Documents for T's & C's](#)

Version

Step 13 - Once you are ready to submit your application under Response Controls click on 'Start my response' as indicated.



Step 14 – The supplier ITT Response wizard will guide you through each required section so that a response can be submitted. The first stage is the Details section which provides detail on how to submit your application. There are **three** steps to complete, Step 1 – Additional Information, Step 2 – Attachments and Step 3 – Terms and Conditions. Click on 'Continue' to start the response process.



Step 15 - In the 'Supplier Reference' field it is recommended to enter a unique reference name for your tender. This can be any reference you wish to use e.g. FAZILA001, Company name etc. Response Information and Additional Comments are not required. Then click on 'Continue' to go on to the next stage.

**due north** sourcing solutions

**ProContract**  
brought to you by **due north** sourcing solutions

Notifications

Home Find opportunities My activities My contracts Help Fazila Talati Your account Logout

Home > My activities > Children's and Adult Services Grants Programme - Carers Grant > Children's and Adult Services Grants Programme - Carers Grant > Create ITT response

### Create ITT response

1 Details 2 Additional information 3 Attachments 4 Terms & conditions

Supplier reference (optional)

FAZILA001

Response information (optional)

N/A

Additional comments (optional)

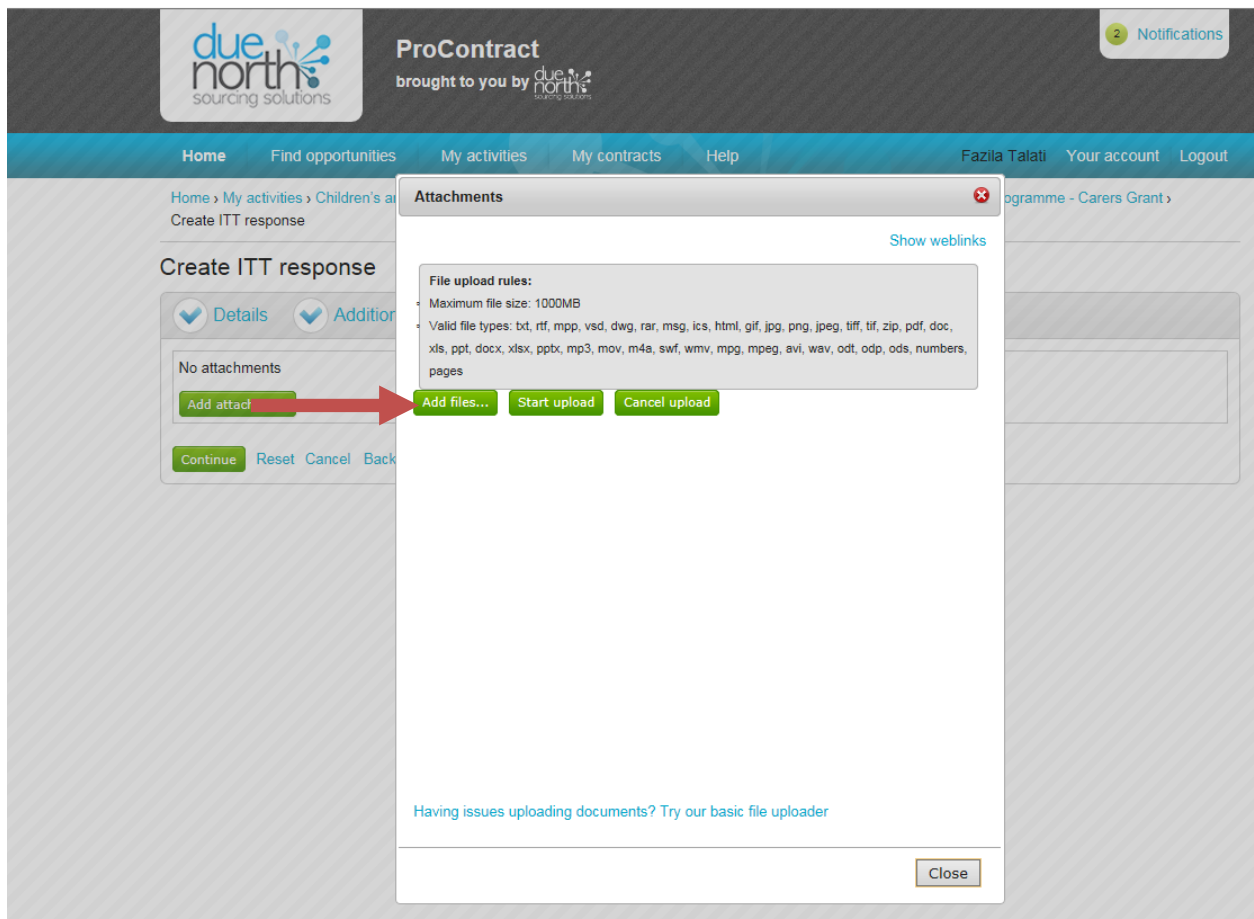
N/A

**Continue** Reset Cancel Back

Step 16 – The Attachments stage allows you to add any attachments (Application/Tender Submission) Select the ‘Add Attachment’ button

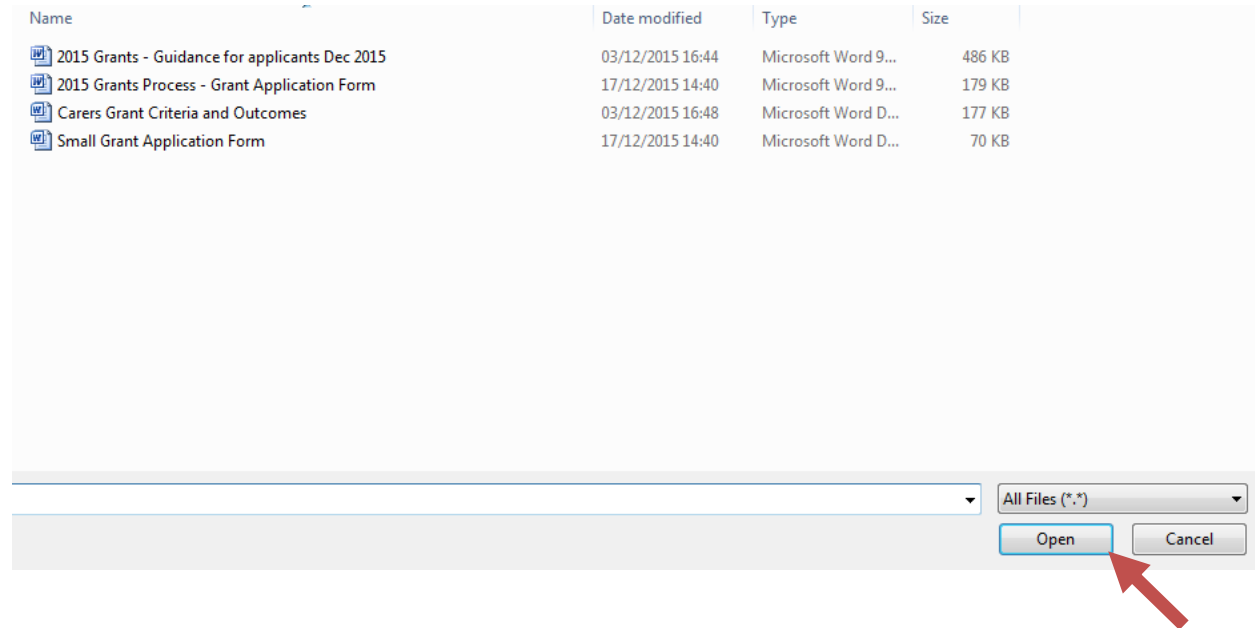


Step 17 - This will then bring you to the attachments screen. Select ‘Add Files’ as indicated via the Advanced Uploader Tool.





Step 18 – Navigate to your file on your computer, choose the documents you want 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.



Step 19 – Once you have chosen all your files for upload select 'Start upload' as indicated below

**Attachments**

File upload rules:  
Maximum file size: 1000MB  
Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx,xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages

**Add files...** **Start upload** **Cancel upload**

File Name	Comment	Size	Progress
2015 Grants - Guidance for applicants Dec 2015.doc		497.15 KB	<input type="checkbox"/>
2015 Grants Process - Grant Application Form.doc		183.30 KB	<input type="checkbox"/>
Carers Grant Criteria and Outcomes.docx		181.00 KB	<input type="checkbox"/>
Small Grant Application Form.docx		70.92 KB	<input type="checkbox"/>

Having issues uploading documents? [Try our basic file uploader](#)

Close

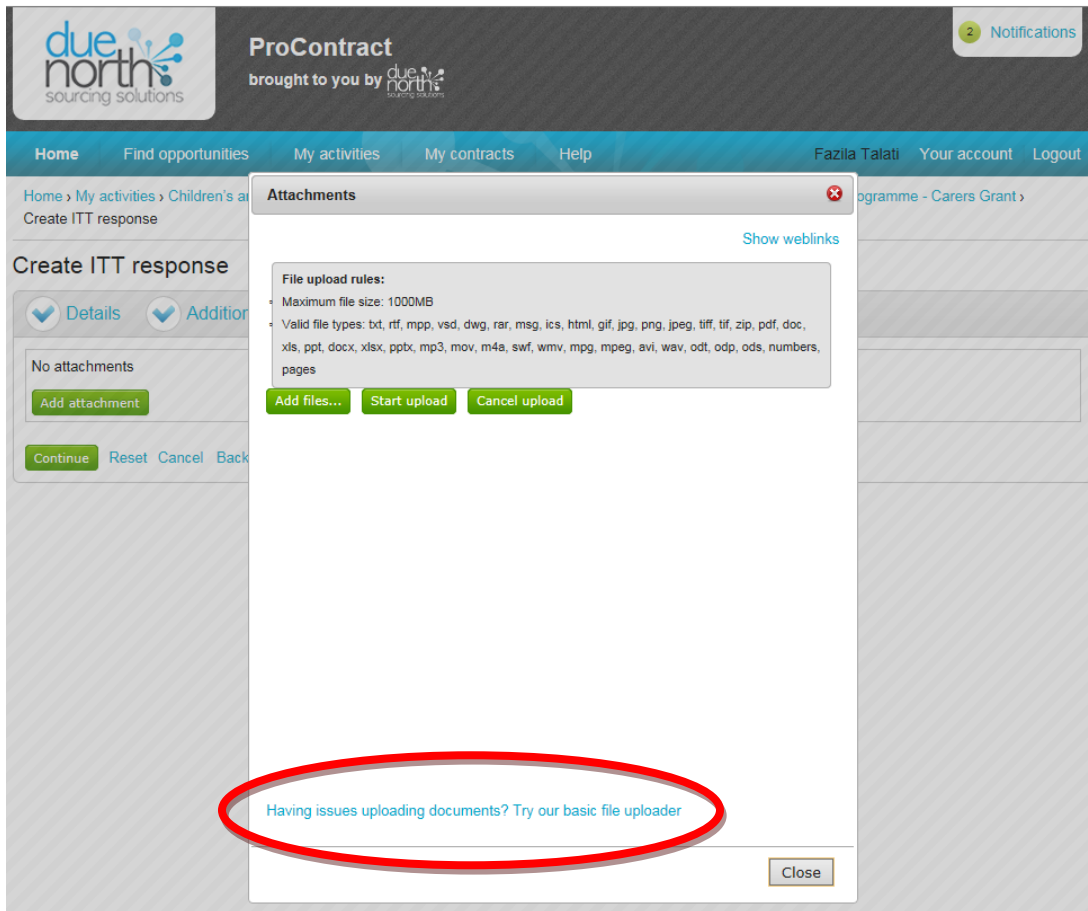
Step 20 - The files are now uploaded and can be seen attached as shown below. If you want to delete the attachment you can click on the red X button and click on OK to confirm deletion of the attachment. If you need to attach further documents click on the Add Attachment(s) button and follow the process as per Step 16-18. If you have finished uploading attachments, click on the 'Continue' button.

The screenshot shows the ProContract interface for creating an ITT response. The breadcrumb trail is: Home > My activities > Children's and Adult Services Grants Programme - Carers Grant > Children's and Adult Services Grants Programme - Carers Grant > Create ITT response. The main heading is 'Create ITT response'. Below this is a progress bar with four steps: 1. Details, 2. Additional information, 3. Attachments (current step), and 4. Terms & conditions. The Attachments section contains a table of uploaded files:

File Name	Size
2015 Grants - Guidance for applicants Dec 2015.doc	485 KB
2015 Grants Process - Grant Application Form.doc	179 KB
Carers Grant Criteria and Outcomes.docx	176 KB
Small Grant Application Form.docx	69 KB

Below the table is an 'Add attachment' button. At the bottom of the Attachments section, there are four buttons: 'Continue', 'Reset', 'Cancel', and 'Back'. A red arrow points to the 'Continue' button.

(If you have any issues uploading the documents via the Advanced Uploader Tool select the link as shown below and follow the steps via the Basic Uploader)



Step 21 – The final stage is Terms & Conditions. In the link ‘Please see Tender Documents for T’s & C’s’ it will show the Terms and Conditions for Bolton Council that must be met in order to be viable for this tender process. Click on ‘Accept’ and then ‘Finish’ to accept these.

Step 22 - You will then be brought back 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.

Step 23 – You are now ready to submit your tender application. It is recommended that you have a final check of the tender documents before they are submitted. Once you are ready to submit, click on ‘Submit Response’.

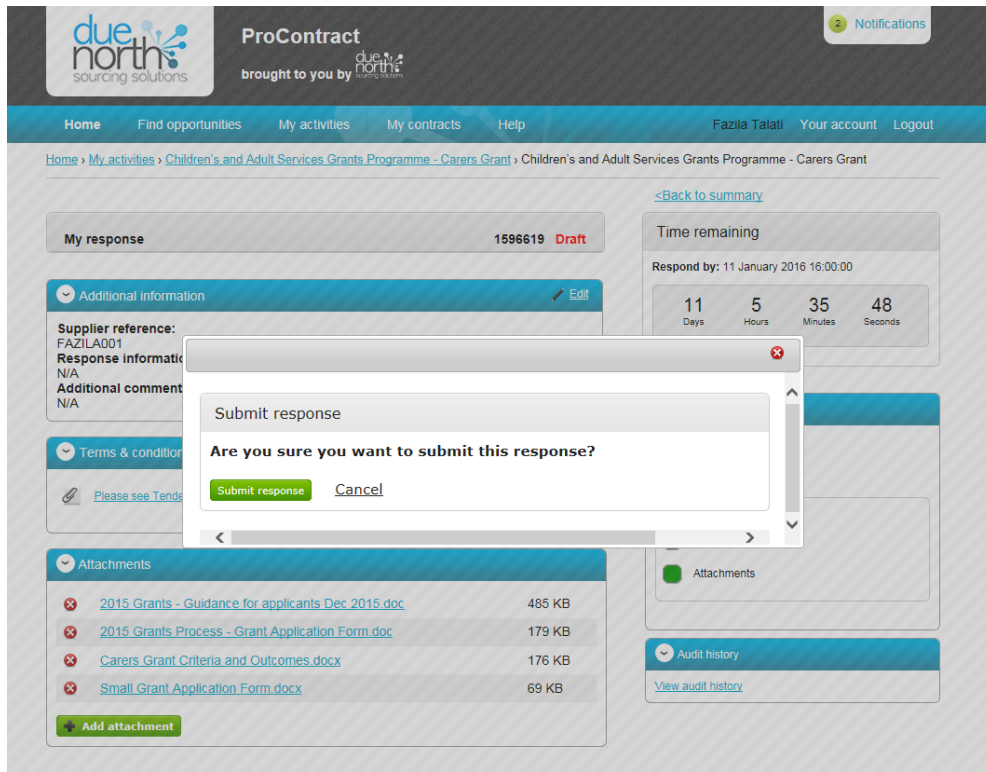
The screenshot shows the ProContract web application interface. At the top, there is a navigation bar with the 'due north sourcing solutions' logo, 'ProContract brought to you by due north sourcing solutions', and a 'Notifications' badge with the number '2'. The navigation menu includes 'Home', 'Find opportunities', 'My activities', 'My contracts', 'Help', 'Fazila Talati', 'Your account', and 'Logout'. Below the navigation bar, the breadcrumb trail reads: 'Home > My activities > Children's and Adult Services Grants Programme - Carers Grant > Children's and Adult Services Grants Programme - Carers Grant'. The main content area is divided into several sections:

- My response:** Shows a response ID of '1596619' in a 'Draft' state.
- Additional information:** Contains fields for 'Supplier reference: FAZILA001', 'Response information: N/A', and 'Additional comments: N/A'. There is an 'Edit' link.
- Terms & conditions:** Shows 'Accepted' status with a 'Decline' link. A note says 'Please see Tender Documents for T's & C's'.
- Attachments:** Lists four documents:
 

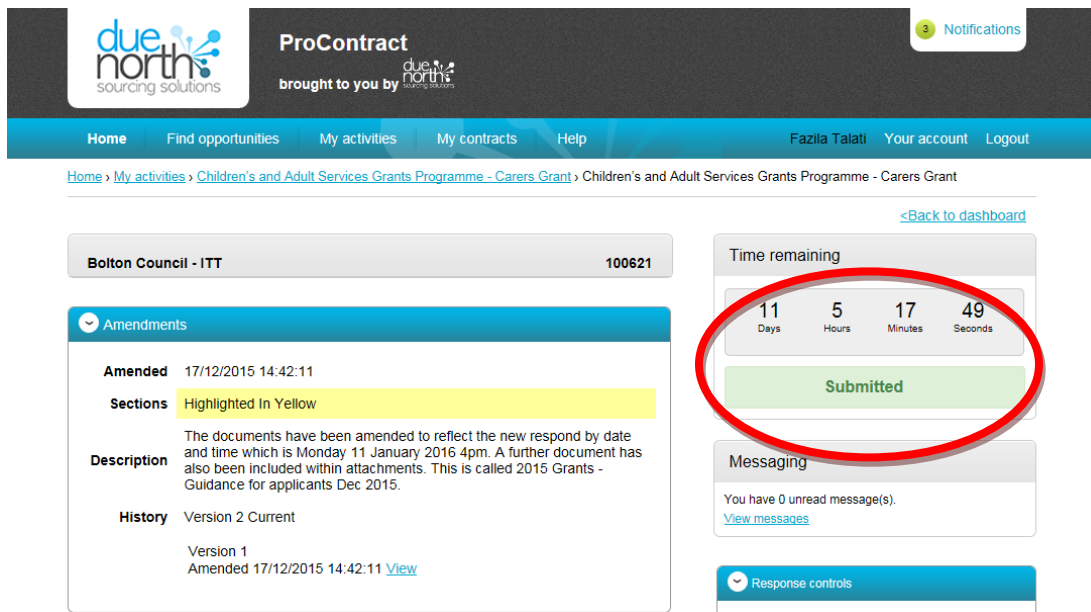
2015 Grants - Guidance for applicants Dec 2015.doc	485 KB
2015 Grants Process - Grant Application Form.doc	179 KB
Carers Grant Criteria and Outcomes.docx	176 KB
Small Grant Application Form.docx	69 KB

 There is an 'Add attachment' button at the bottom.
- Time remaining:** Shows a 'Respond by' date of '11 January 2016 16:00:00'. A countdown timer displays: 11 Days, 5 Hours, 54 Minutes, and 31 Seconds.
- Response controls:** Features a prominent green 'Submit response' button with a red arrow pointing to it, and a link for 'Open response wizard'.
- Submission checklist:** Shows two items: 'Terms & conditions' and 'Attachments', both with green checkmarks indicating they are complete.
- Audit history:** Includes a 'View audit history' link.

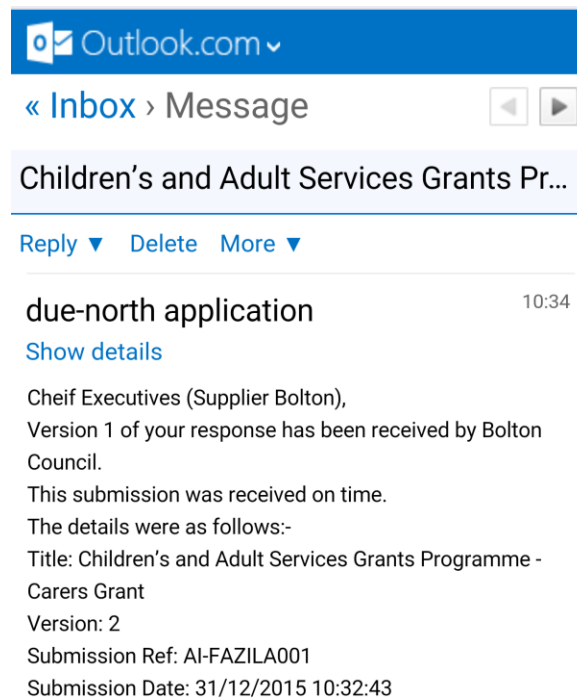
Step 24 - You will receive a message confirming if you are sure you want to submit your response. If you are happy to proceed click on 'Submit Response' otherwise click on Cancel.



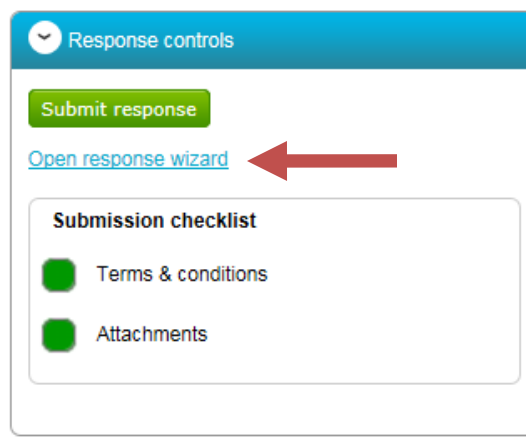
Your tender application is now submitted as shown below.



Step 25 - You will also receive an e-mail to the address you provided to confirm the submission of the application form



Step 26 - Please note if you wish to edit your response and the tender deadline date and time has not passed then you can edit your response. To edit your response select 'I would like to edit my response', select 'Open Response Wizard' and follow steps 13-23.





## Posting Questions regarding Opportunity/Tender

Step 1 - Should you wish to ask any questions regarding the opportunity you wish to apply, you can do so via the Messaging Tool. Messages can be accessed via two ways (see screenshots below). Select 'View Messages'

### Screenshot 1

The screenshot shows the ProContract interface. At the top, there are logos for 'due north sourcing solutions' and 'ProContract brought to you by due north sourcing solutions'. A navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', 'Help', 'Fazila Talati', 'Your account', and 'Logout'. A notification badge shows '2 Notifications'. The breadcrumb trail is 'Home > My activities > Children's and Adult Services Grants Programme - Carers Grant'. The main heading is 'Activity : Children's and Adult Services Grants Programme - Carers Grant' with a '< Back to home page' link. Below this is an 'Events' section with a card for 'Children's and Adult Services Grants Draft (Respond by: 11/01/2016)'. The card lists details: 'Programme - Carers Grant', 'Activity type: ITT', 'Reference: 100621', 'Respond by: 11 January 2016 at 16:00', and 'Response status: Version 1 - Draft'. On the right, a sidebar contains 'Archive this activity', 'Messaging' (circled in red), 'Audit history', and 'View messages' (with a red arrow pointing to it).

### Screenshot 2

The screenshot shows the ProContract interface with detailed activity information. The breadcrumb trail is 'Home > My activities > Children's and Adult Services Grants Programme - Carers Grant > Children's and Adult Services Grants Programme - Carers Grant'. The main heading is 'Bolton Council - ITT' with reference number '100621'. A 'Time remaining' widget shows '12 Days 1 Hour 36 Minutes 17 Seconds'. The 'Messaging' sidebar (circled in red) shows 'You have 0 unread message(s)' and a 'View messages' link (with a red arrow pointing to it). The 'Amendments' section shows a change on 17/12/2015 14:42:11, with sections highlighted in yellow. The 'Description' states: 'The documents have been amended to reflect the new respond by date and time which is Monday 11 January 2016 4pm. A further document has also been included within attachments. This is called 2015 Grants - Guidance for applicants Dec 2015.' The 'History' shows 'Version 2 Current' and 'Version 1 Amended 17/12/2015 14:42:11 View'. The 'Main details' section lists 'Title: Children's and Adult Services Grants Programme - Carers Grant', 'Respond by: 11 January 2016 16:00:00', and a detailed 'Description' about the Care Act 2014 and Carers Grant. Below the description are 'Response controls' (No longer wish to respond) and 'My responses' (ITT Version 1, ITT Version 2).

Step

2 - This will then bring you to your inbox page. Here you will be able to view any existing messages from other suppliers and also have access to create your own message which will be sent to the Procurement Team. To create a new message select 'Create new message' button.

Messages for Children's and Adult Services Grants Programme - Carers Grant [Return to previous page](#)

Narrow your results

Read Status

All  
 Read  
 Unread

Start date  End date   
dd/mm/yyyy dd/mm/yyyy

Inbox

Ref No	Subject	From	Date
<input type="checkbox"/> 1.1.1	<a href="#">RE: Partnership working</a>	Project team	14/12/2015 10:12

Step 3 - You will then need to add a subject title, you will also be able to add any attachments if necessary and create your message/question as shown below. Once you have entered all the information select 'Send message'

**ProContract**  
brought to you by

Notifications

Home Find opportunities My activities My contracts Help Fazila Talati Your account Logout

[Home](#) > [My activities](#) > [Children's and Adult Services Grants Programme - Carers Grant](#) > [Messaging](#) > New

### New message

To: Project team

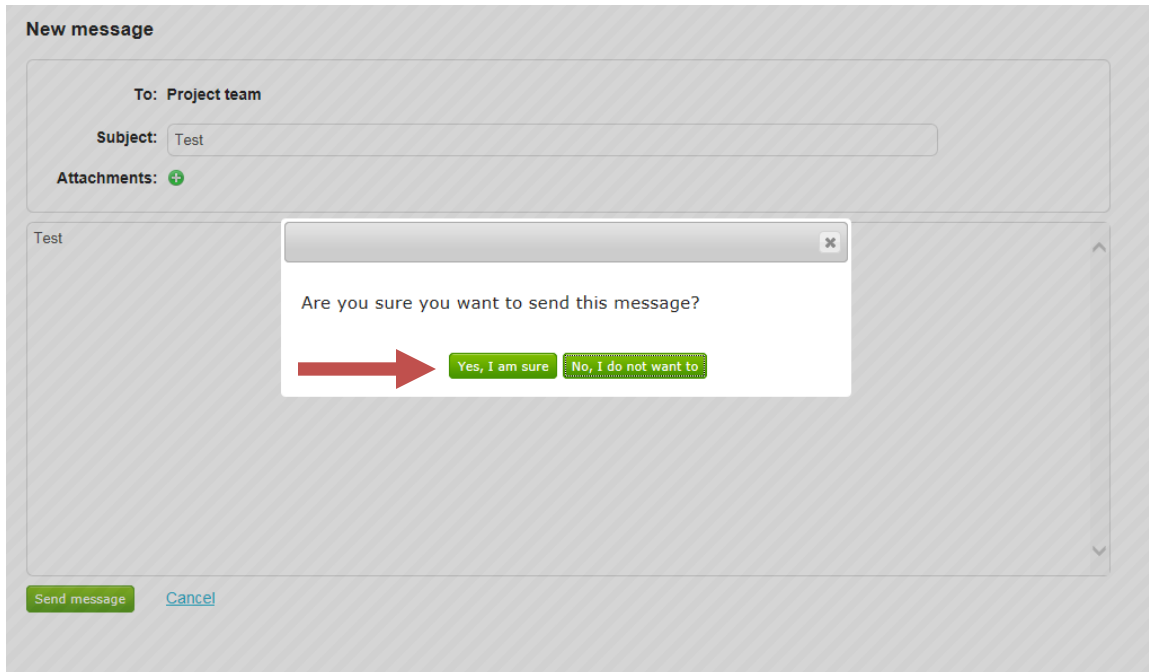
Subject:

Attachments:

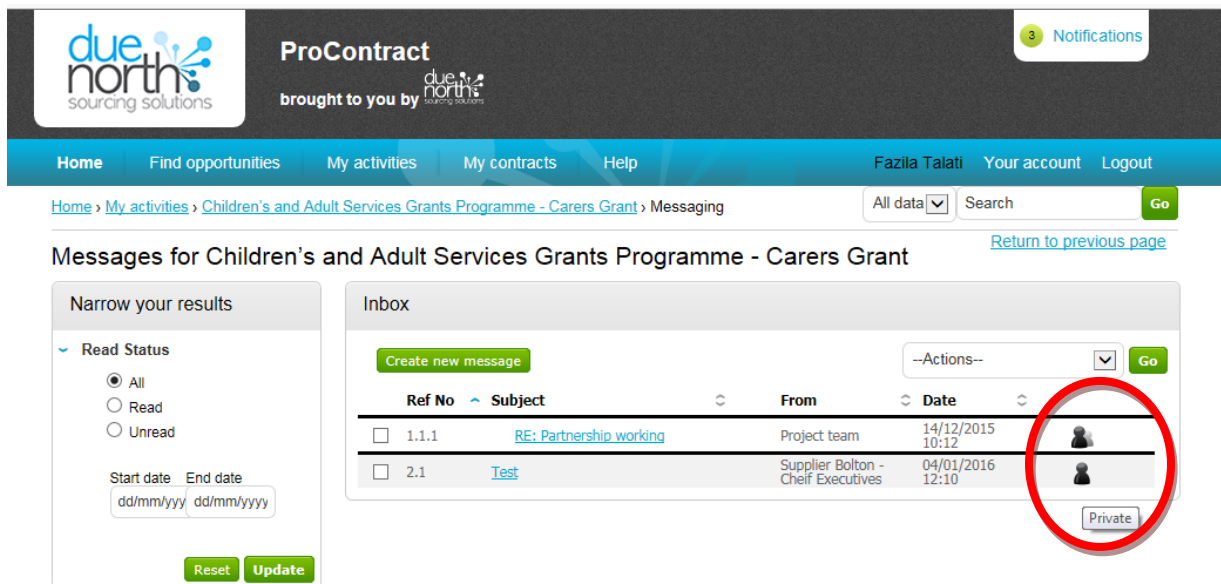
Test

[Cancel](#)

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



Step 4 - You will be brought back to the message inbox to await a response. Once a response to your question has been submitted, you will receive an email notification to confirm this. Here you will then be able to see whether your message has been made public or private – this will be decided by the Procurement Team as the response may be applicable for other interested suppliers.



## Edit your Company details

Should you wish to edit your 'Company details, navigate to the Homepage. Here you will find the 'Company details summary' tool box.

Step 1 - Select 'Edit'

The screenshot shows the ProContract web application interface. At the top, there is a navigation bar with the Due North logo, the text 'ProContract brought to you by due north sourcing solutions', and a 'Notifications' button. Below this is a secondary navigation bar with links for 'Home', 'Find opportunities', 'My activities', 'My contracts', 'Help', 'Fazila Talati', 'Your account', and 'Logout'. A search bar is located below the navigation bar, with a dropdown menu set to 'All opportunities' and a 'Go' button. The main content area is titled 'Home page' and contains several widgets. The 'Activities' widget has tabs for 'Active', 'Recently added', and 'Last viewed', and a search bar with a 'Go' button. The 'Opportunities' widget contains text about searching for opportunities. The 'Company details summary' widget is circled in red and contains the following information: 'Supplier Bolton', 'Victoria Square, Bolton, Lancashire, BL1 1RU', 'Description: Supplies to Bolton', and 'Keywords: Bolton'. An 'Edit' link is visible next to the widget title. The 'Workgroups' widget contains text about assigning activities to workgroups and a link to 'Chief Executives (1)', along with an 'Add new workgroup' button.

This will then bring you to your 'Company profile' page (**Screenshot 1**) whereby you can edit/change the following details.

1. **Company Information**
2. **Description**
3. **Workgroups**
4. **Contacts**
5. **All Addresses**

## Screenshot 1

### Company profile

[< Back to home page](#)

Company information
[Edit](#)

Company name: Supplier Bolton

Address: Victoria Square  
Bolton  
Lancashire  
BL1 1RU  
United Kingdom

URL:

Company registration number: N/A

VAT registration no: N/A

[Deactivate my company profile](#)  
[Change my company name](#)

Audit history

[View audit history](#)

Description
[Edit](#)

Company description: Supplies to Bolton

Company keywords: Bolton

Number of employees: 1

Classifications: Public Sector Organisation, Sole Trader

Workgroups
[Add a new workgroup](#)

<a href="#">Chief Executives</a>	Active	<a href="#">View details</a>   <a href="#">Edit</a>
----------------------------------	--------	---

Contacts
[Add a new contact](#)

[Miss Fazila Talati](#)

Procurement Officer

All addresses
[Add a new address](#)

Address	Town	County	Post code	Country
<a href="#">Victoria Square</a>	Bolton	Lancashire	BL1 1RU	United Kingdom

## 1. Company Information

In this Section you will be able to change your 'Company Information'

Step 1 - To do this, select 'Edit' as shown below.

Company information Edit

**Company name:** Supplier Bolton

**Address:** Victoria Square  
Bolton  
Lancashire  
BL1 1RU  
United Kingdom

**URL:**

**Company registration number:** N/A

**VAT registration no:** N/A

Step 2 – Add the information you require and select 'Update Company details' as shown in the screenshot below.

Website URL (optional)

http://

Company registration number (Required for UK addresses)

N/A  N/A

VAT registration no (Required for UK addresses)

N/A  N/A

Company affiliates (optional)

If you are affiliated with any of the following associations, please enter your ID below

1. -- Please select --

2. -- Please select --


3. -- Please select --

**Update company details** **Create Address** [Cancel](#)

## 2. Description

In this section you will be able to add/delete the description of your company. This will be useful as the description you enter can help notify you of opportunities/tenders you may be interested in.

Step 1 - To edit your company description select 'Edit' as shown below

▼ Description  [Edit](#)

**Company description:** Supplies to Bolton

**Company keywords:** Bolton

**Number of employees:** 1

**Classifications:** Public Sector Organisation, Sole Trader

Step 2 – Include as much information as possible which best describes your company in order to be notified for the type of opportunities/tenders you may be looking for

Lancashire

Supplies to Bolton

**Company keywords**  
Improve your company's searchability by entering a number of keywords.

1. Adults 2. Care  
3. Public 4. Highways  
5. Childrens 6. Education

**Number of employees**  
Please provide your best estimate as to the number of employees in your organisation

1

**Classifications**  
Please check all the that apply. This information is used for reporting purposes only.

**Legal Status of Organisation**

Charitable Incorporated Organisation (CIO)  
 Community Interest Company (CIC)



Step 3 – Once you are happy with all the information you have applied select 'Update description' as shown in the screenshot below.

The screenshot shows a form with the following options:

- Limited Partnership
- Private Company Limited by Guarantee (LTD)
- Private Limited Company (LTD)
- Public Limited Company (PLC)
- Sole Trader
- Unlimited Company
- Other

**Further Organisation Detail** *(optional)*

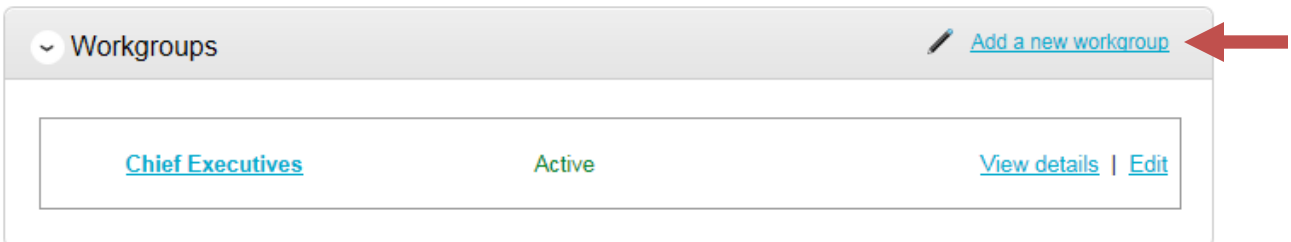
- Public Sector Organisation
- Social Enterprise Partner
- Living Wage
- Enterprises
- Charity
- A Company Owned & Managed By Women
- Black and Minority Ethnic (BME) Organisation
- Social Enterprise (SE)
- Franchise
- Voluntary Community Sector (VCS)
- Mutual

At the bottom of the form, there are two buttons: a green button labeled "Update description" and a blue link labeled "Cancel". A red arrow points to the "Update description" button.

### 3. Workgroups

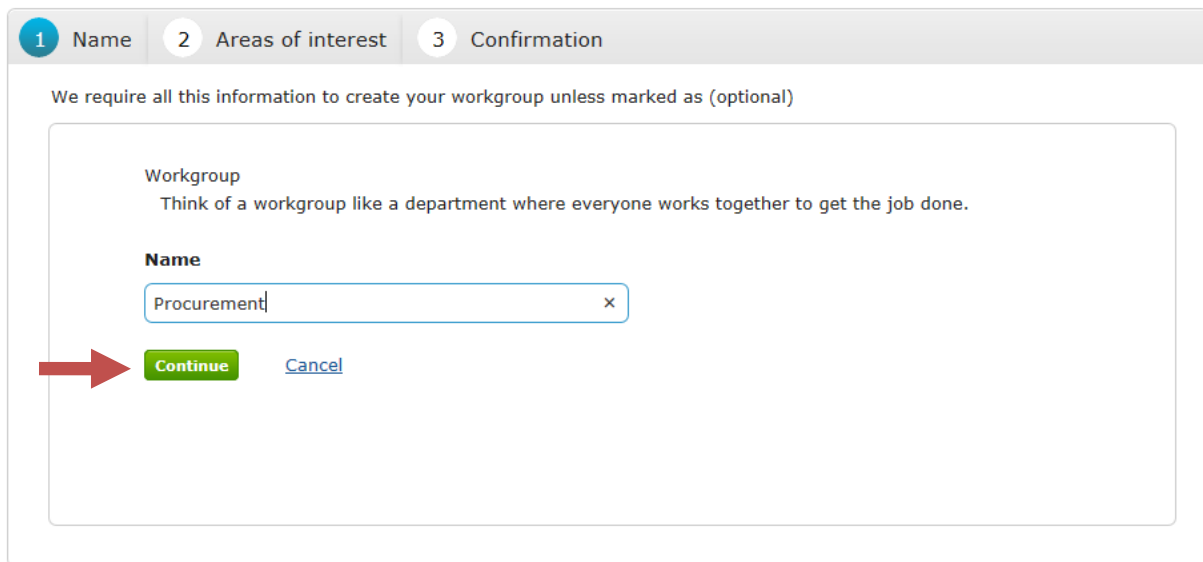
In this section you can add new Workgroups or edit current workgroups which are on your account. This is useful if more than one department wishes to be notified for different opportunities/tenders.

Step 1 – To add a new Workgroup click on ‘Add a new workgroup’



Step 2 – Provide a name for your workgroup and select ‘continue’

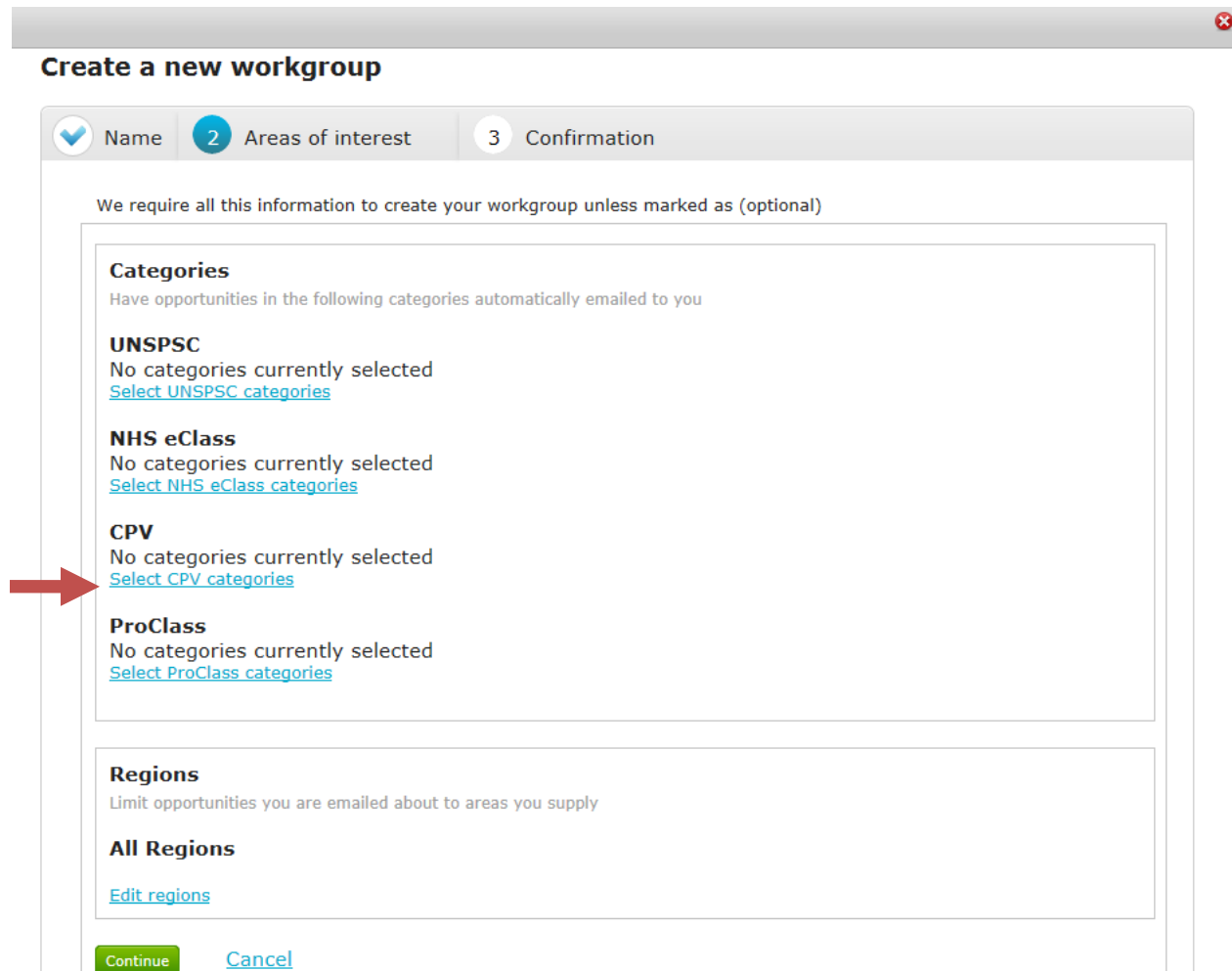
#### Create a new workgroup



Step 3 – CPV and Proclass categories will need to be selected to ensure you receive notifications about tenders/opportunities you may be interested in.

**Please note UNSPSC and NHS eClass are not used by the Authority.**

Click on 'Select CPV Categories'



**Create a new workgroup**

1 Name 2 Areas of interest 3 Confirmation

We require all this information to create your workgroup unless marked as (optional)

**Categories**  
Have opportunities in the following categories automatically emailed to you

**UNSPSC**  
No categories currently selected  
[Select UNSPSC categories](#)

**NHS eClass**  
No categories currently selected  
[Select NHS eClass categories](#)

**CPV**  
No categories currently selected  
[Select CPV categories](#)

**ProClass**  
No categories currently selected  
[Select ProClass categories](#)

**Regions**  
Limit opportunities you are emailed about to areas you supply

**All Regions**  
[Edit regions](#)

[Continue](#) [Cancel](#)

Step 4 – Choose the appropriate category that will be of interest to your organisation and click on ‘Select Categories’

### CPV category selection

Search categories

Enter the search criteria...   Exact match  Fuzzy search

Categories list

- 75000000-6 - Administration, defence and social security services
- 76000000-3 - Services related to the oil and gas industry
- 77000000-0 - Agricultural, forestry, horticultural, aquacultural and apicultural services
- 79000000-4 - Business services: law, marketing, consulting, recruitment, printing and security
- 80000000-4 - Education and training services
- 85000000-9 - Health and social work services
- 90000000-7 - Sewage, refuse, cleaning and environmental services
- 92000000-1 - Recreational, cultural and sporting services
- 98000000-3 - Other community, social and personal services

Selected categories

98000000-3 - Other community, social and personal services



## Step 5 - Click on 'Select ProClass Categories'

✕

### Create a new workgroup

1 Name2 Areas of interest

We require all this information to create your workgroup unless marked as (optional)

**Categories**


Have opportunities in the following categories automatically emailed to you

**UNSPSC**  
No categories currently selected  
[Select UNSPSC categories](#)

**NHS eClass**  
No categories currently selected  
[Select NHS eClass categories](#)

**CPV**  
No categories currently selected  
[Select CPV categories](#)

**ProClass**  
No categories currently selected  
[Select ProClass categories](#)



**Regions**

Limit opportunities you are emailed about to areas you supply

**All Regions**  
[Edit regions](#)

Continue [Cancel](#)

Step 6 – Choose the appropriate category that will be of interest to your organisation and click on ‘Select Categories’

### ProClass category selection

Search categories

Enter the search criteria...   Exact match  Fuzzy search

Categories list

- 321000 - Social Community Care Supplies & Services - Adult
- 321100 - Social Community Care Supplies & Services - Children
- 330000 - Sports & Playground Equipment & Maintenance
- 340000 - Stationery
- 350000 - Street & Traffic Management
- 360000 - Public Transport
- 370000 - Utilities
- 380000 - Vehicle Management
- 390000 - Works - Construction, Repair & Maintenance
- 410000 - Social Community Care Supplies & Services

Selected categories

410000 - Social Community Care Supplies & Services



[Remove all](#) [Cancel](#)

Step 7 – Click on ‘Edit Regions’ to show opportunities for the geographical area you are interested in to supply.

## Create a new workgroup

1 Name    2 Areas of interest    3 Confirmation

We require all this information to create your workgroup unless marked as (optional)

**Categories**  
Have opportunities in the following categories automatically emailed to you

**UNSPSC**  
No categories currently selected  
[Select UNSPSC categories](#)

**NHS eClass**  
No categories currently selected  
[Select NHS eClass categories](#)

**CPV**  
98000000-3 - Other community, social and personal services  
[Select CPV categories](#)

**ProClass**  
410000 - Social Community Care Supplies & Services  
[Select ProClass categories](#)

**Regions**  
Limit opportunities you are emailed about to areas you supply

**All Regions**  
[Edit regions](#)

[Continue](#)    [Cancel](#)



Step 8 - Choose the appropriate region for the geographical area you are interested in to supply and click on 'Select region'

### Region selection

Search regions

Enter the search criteria...   Exact match  Fuzzy search

Regions list

- UK - UNITED KINGDOM
  - UKC - NORTH EAST (ENGLAND)
  - UKD - NORTH WEST (ENGLAND)
    - UKD1 - Cumbria
    - UKD2 - Cheshire
    - UKD3 - Greater Manchester
    - UKD4 - Lancashire
    - UKD5 - Merseyside
  - UKE - YORKSHIRE AND THE HUMBER
  - UKF - EAST MIDLANDS (ENGLAND)

Selected regions

UKD3 - Greater Manchester





Step 9 – Then click on ‘Continue’

✕

### Create a new workgroup

Name**2** Areas of interest**3** Confirmation

We require all this information to create your workgroup unless marked as (optional)

**Categories**  
Have opportunities in the following categories automatically emailed to you

**UNSPSC**  
No categories currently selected  
[Select UNSPSC categories](#)

**NHS eClass**  
No categories currently selected  
[Select NHS eClass categories](#)

**CPV**  
98000000-3 - Other community, social and personal services  
[Select CPV categories](#)

**ProClass**  
410000 - Social Community Care Supplies & Services  
[Select ProClass categories](#)

**Regions**  
Limit opportunities you are emailed about to areas you supply

Greater Manchester

[Edit regions](#)

ContinueCancel

Step 10 - This will now show you a summary of what you have entered. Click on 'Create Workgroup' to confirm creation of the Workgroup. Should you require to change any of the information in the previous steps please click on the appropriate step circled below.

### Create a new workgroup

Step 1: Name

Step 2: Areas of interest

Step 3: Confirmation

Workgroup name

**Workgroup name:** Procurement

Categories of interest

**Categories of interest:** 410000 - Social Community Care Supplies & Services  
98000000-3 - Other community, social and personal services

Regions of interest

**Regions of interest:** Greater Manchester

[Create workgroup](#) [Cancel](#)

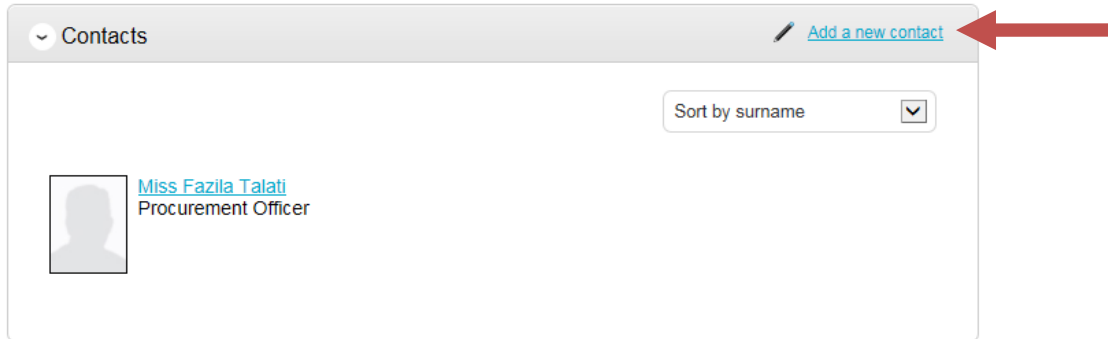
Step 11 – The new workgroup will now be included as part of your workgroups list.

Workgroups <a href="#">Add a new workgroup</a>		
<a href="#">Chief Executives</a>	Active	<a href="#">View details</a>   <a href="#">Edit</a>
<a href="#">Procurement</a>	Active	<a href="#">View details</a>   <a href="#">Edit</a>

#### 4. Contacts

In this section you can add a new contact on to your account. This is useful as more than one person will be able to pick up the notifications for different opportunities/tenders.

Step 1 – Select 'Add new contact'



Step 2 – Complete the details required shown below and select 'Continue'

1 Contact details   2 Address   3 Workgroups   4 Confirmation

<b>Title</b>	<b>First name</b>	<b>Last name</b>
<input type="text" value="Mr"/>	<input type="text" value="Irfan"/>	<input type="text" value="Oomer"/>

**Job title**

**Telephone**

**Fax** (optional)

**Mobile** (optional)

**Email address**

Your email address is only used to send you oppotunities you may be interested in.

**Confirm email address**

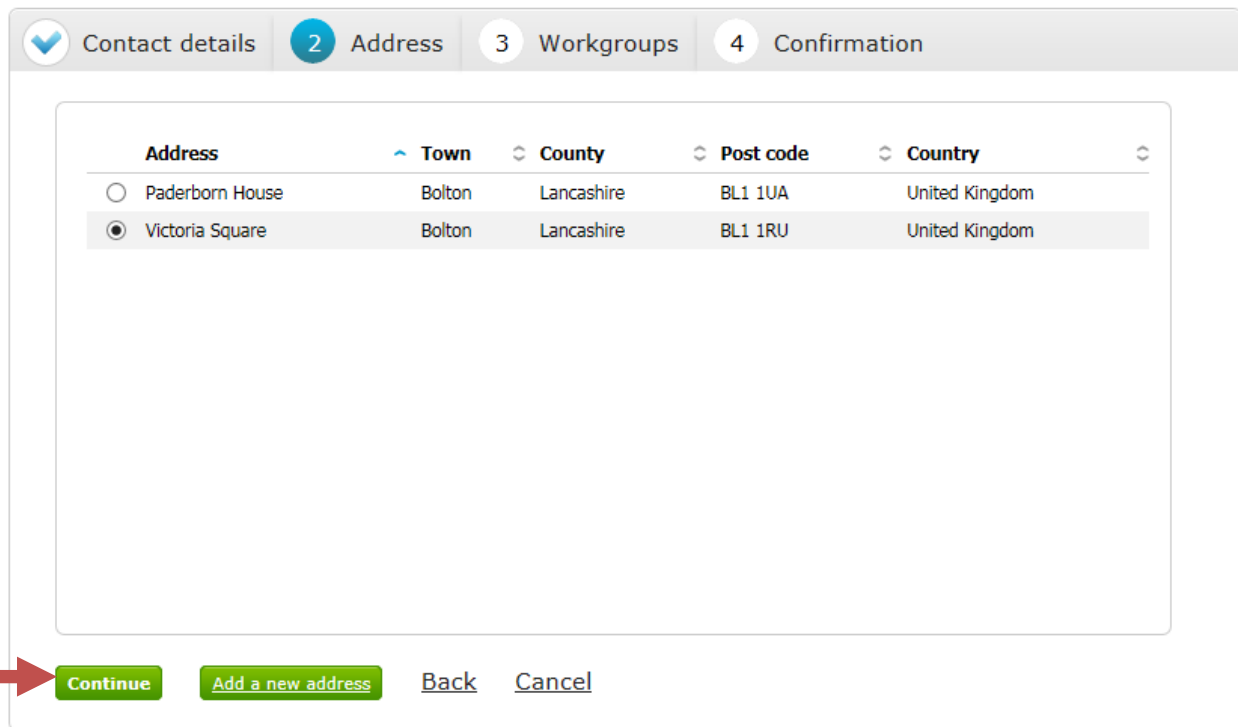
**Username**

 ✓ Available

  [Cancel](#)

Step 3 – Select the address to link to the user and click on ‘Continue’. If you wish to add a new address click on ‘Add a New Address and follow the appropriate steps.

**Create a new user**



1 Contact details 2 Address 3 Workgroups 4 Confirmation

Address	Town	County	Post code	Country
<input type="radio"/> Paderborn House	Bolton	Lancashire	BL1 1UA	United Kingdom
<input checked="" type="radio"/> Victoria Square	Bolton	Lancashire	BL1 1RU	United Kingdom

**Continue** **Add a new address** [Back](#) [Cancel](#)

Step 4 – Select the appropriate Workgroup and the Access rights (optional) for the user. Please note the access rights displayed below are created by Due North. If you require further information about the definition of these please contact Due North.

Click on 'Continue'

**Create a new user**


1 Contact details   2 Address   **3 Workgroups**   4 Confirmation

**Workgroups**  
Select all the applicable workgroups for this user.

- Chief Executives
- Procurement

**Access rights (optional)**  
Select the access rights for this user.

- Contract account manager
- Workgroup Administrator
- Company Administrator

 **Continue**   [Back](#)   [Cancel](#)

Step 5 - This will now show you a summary of what you have entered. Click on 'Create User' to confirm creation of Contact Details. Should you require to change any of the information in the previous steps please click on the appropriate step circled below

[Contact details](#) [Address](#) [Workgroups](#) **4 Confirmation**

---

**Contact details**

**Full name:** Mr Irfan Oomer  
**Username:** Irfanoomer  
**Email address:** corporate.procurement@bolton.gov.uk  
**Job title :** Senior Procurement Officer  
**Telephone:** 01204 333333  
**Fax:**  
**Mobile:**

---

**Selected address**

**Address:** Victoria Square  
Bolton  
Lancashire  
BL1 1RU  
United Kingdom

---


**Selected workgroups**

**Workgroups:** Procurement


---

**Selected access rights**



**Access rights:**

 [Create user](#) [Back](#) [Cancel](#)

This will display the details of the new user created. The user will also receive email from Due North to confirm that an account has been created under your organisation with username and password details.

Contacts  [Add a new contact](#)

Sort by surname

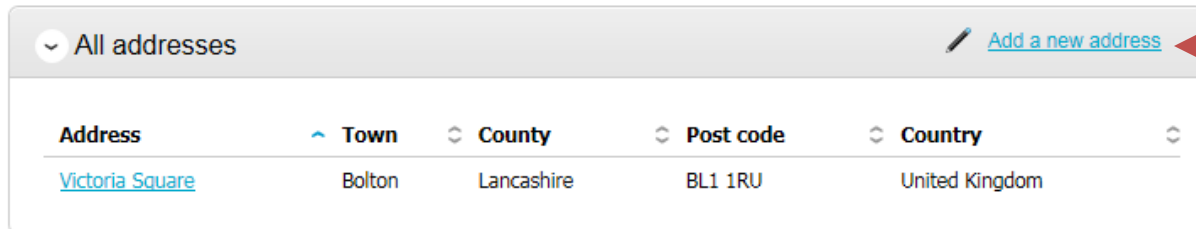
	<a href="#">Mr Irfan Oomer</a> Senior Procurement Officer		<a href="#">Miss Fazila Talati</a> Procurement Officer
---	--	---	---



## 5. All addresses

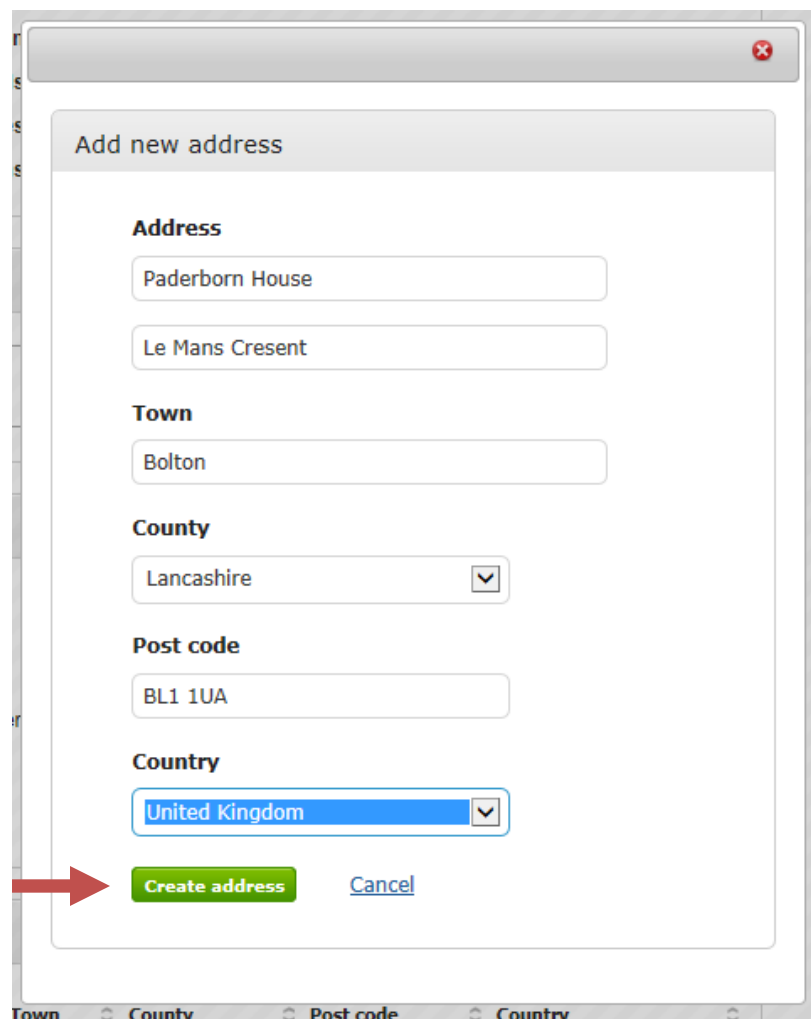
In this section you can add more than one company address; this will be useful if you have more than one address for your organisation.

Step 1 – Select ‘ Add a new address’



Address	Town	County	Post code	Country
<a href="#">Victoria Square</a>	Bolton	Lancashire	BL1 1RU	United Kingdom

Step 2 – Fill in the required information and select ‘Create Address’ as shown in the screenshot below.



**Add new address**

**Address**

Paderborn House

Le Mans Crescent

**Town**

Bolton

**County**

Lancashire

**Post code**

BL1 1UA

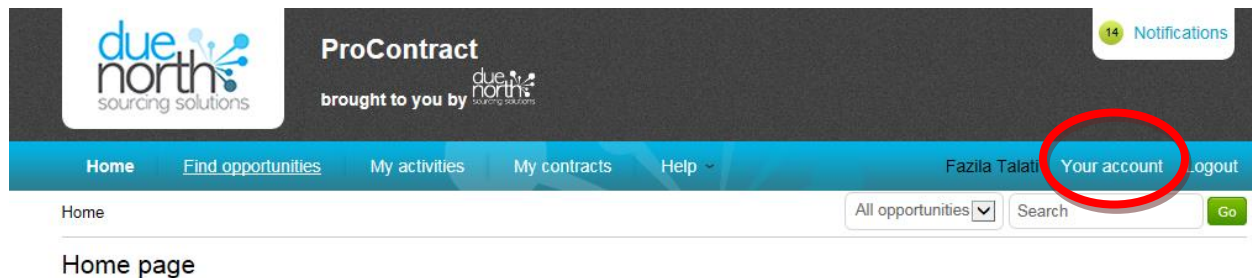
**Country**

United Kingdom

**Create address** [Cancel](#)

## Edit Your Account Details

Should you wish to edit your Personal Account details, once logged in, navigate to the Home page and select 'Your account'



This will then bring you to the 'User details' page (**Screenshot 1**) which you will be able to change the following details;

1. **Log in Details**
2. **Amend Contact Details**
3. **Choose Workgroups**
4. **Choose Access Rights**
5. **Communication Preferences**

## Screenshot 1

### User details

Location

Organisation: Supplier Bolton

Login details [/ Edit](#)

User name: supplier.bolton@outlook.com

Memorable word: .....

Password: .....

Last logged in: 21/01/2016 15:30:28

Contact details [/ Edit](#)

Name: Miss Fazila Talat

Job title: Procurement Officer

Email address: supplier.bolton@outlook.com

Telephone: 01204 334111

Fax:

Mobile:

Address: Victoria Square  
Bolton  
Lancashire  
BL1 1RU

Workgroups [/ Edit](#)

Workgroups: Chelf Executives

Access rights [/ Edit](#)

Rights: Company Administrator

Communication preferences [/ Edit](#)

Receive system email notifications: Yes

User Image [/ Edit](#) [Remove](#)



Audit history

[View audit history](#)

## 1. Log in details

In this Section you will be able to change your 'Memorable word' and 'Password'.

Step 1 - To do this, select 'Edit' as shown below.

**Login details** [Edit](#)

**User name:** supplier.bolton@outlook.com

**Memorable word:** \*\*\*\*\*

**Password:** \*\*\*\*\*

**Last logged in:** 21/01/2016 15:30:28

You will then be brought to the 'Edit login details' page

**Edit login details**

Current Password

New Password  

Your password must be between 8 and 12 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols.

Confirm new password

Memorable Information  

Each time you log in, you will be asked to select 3 different characters from your memorable information.  
We will never ask you for your FULL memorable information.  
Your memorable word must be between 8 and 50 characters and contain no spaces

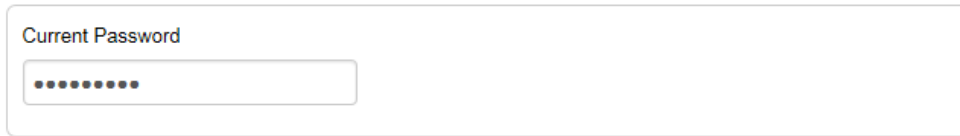
Memorable Information Hint  

Enter a hint that will help you remember your memorable information.  
eg First pet's name

[Update login details](#) [Cancel](#)

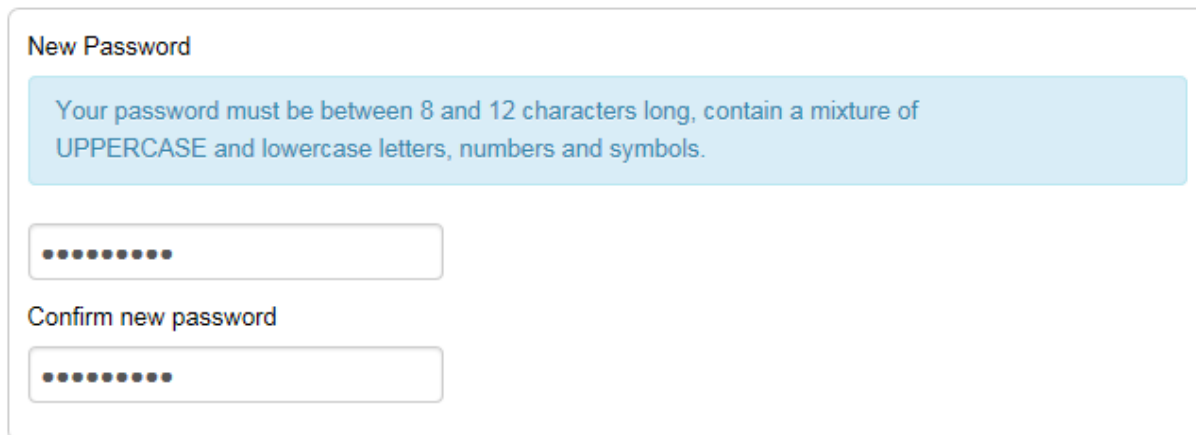
Step 2 – To change your **Password** you must first type in your Current Password

### Edit login details



Current Password

Step 3 – Then in the 'New Password' section type in your New password (don't forget the your new password contain a mixture of UPPERCASE and lowercase letters, numbers and symbols)

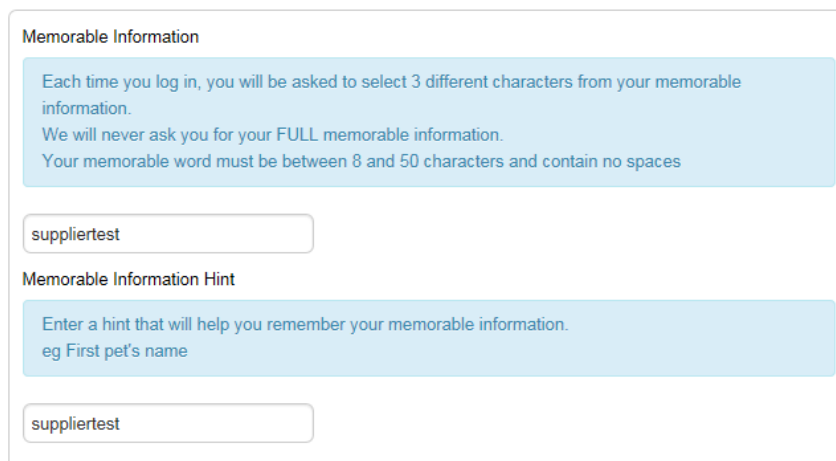


**New Password**

Your password must be between 8 and 12 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols.

Confirm new password

Step 4 – At this point, should you wish to **change** your **Memorable Information**, you can overwrite the default details and update. If you do NOT want to change your Memorable information please ignore and select 'update login details' at the bottom of the page as shown below



**Memorable Information**

Each time you log in, you will be asked to select 3 different characters from your memorable information.  
We will never ask you for your FULL memorable information.  
Your memorable word must be between 8 and 50 characters and contain no spaces

**Memorable Information Hint**

Enter a hint that will help you remember your memorable information.  
eg First pet's name



[Update login details](#) [Cancel](#)

## 2. Contact Details

In this section you will be able to change your 'Contact details'.

Step 1 - To do this, select 'Edit' as shown below.

Contact details [Edit](#)

**Name:** Miss Fazila Talati

**Job title:** Procurement Officer

**Email address:** supplier.bolton@outlook.com

**Telephone:** 01204 334111

**Fax:**

**Mobile:**

**Address:** Victoria Square  
Bolton  
Lancashire  
BL1 1RU

Step 2 – You will then be brought to the 'Update contact details' page whereby you will be able to change any details you require. Once you are happy with this select update contact details as shown below

Update contact details

**User name**  
supplier.bolton@outlook.

**Title** **First name** **Surname**  
Miss Fazila Talati

**Job title**  
Procurement Officer

**Email address** **Confirm email address**  
supplier.bolton@outlook. supplier.bolton@outlook.

**Telephone Number**  
01204 334111

**Fax number** (optional)

**Mobile number** (optional)

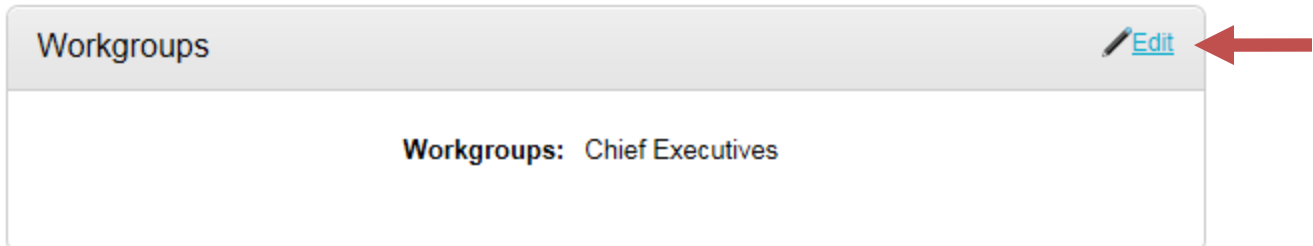
**Address** **Town** **County** **Postcode** **Country**  
Victoria Square, Bolton Lancashire BL1 1RU United Kingdom

[Update contact details](#) [Change address](#) [Cancel](#)

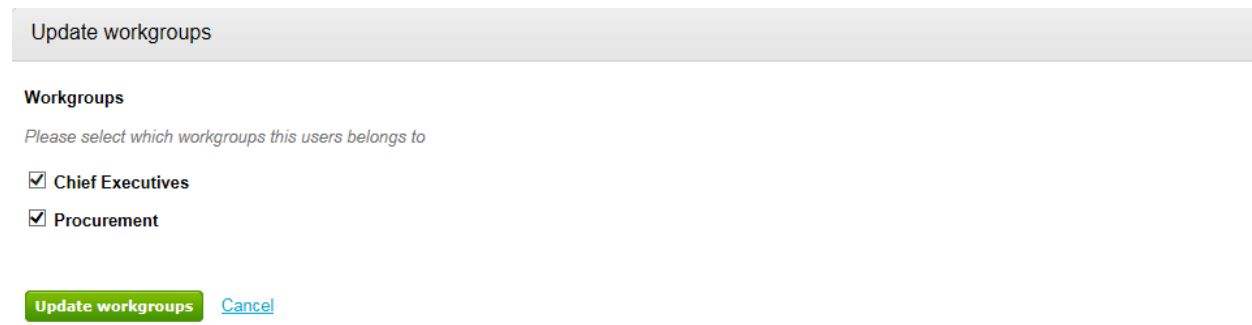
## Workgroup

In this section you will be able to change your 'Workgroups'.

Step 1 - Click on 'Edit'.



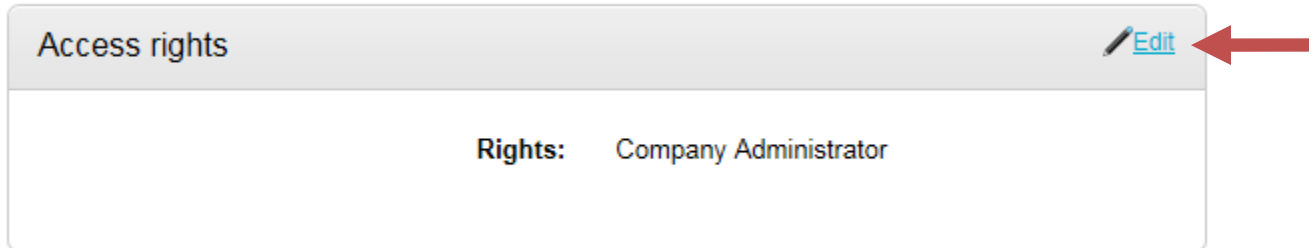
Step 2 – Choose the Workgroup you wish to be selected against. You can choose more than one option. Click on 'Update Workgroups' to select.



### 3. Access rights

In this section you will be able to choose Access Rights for the user.

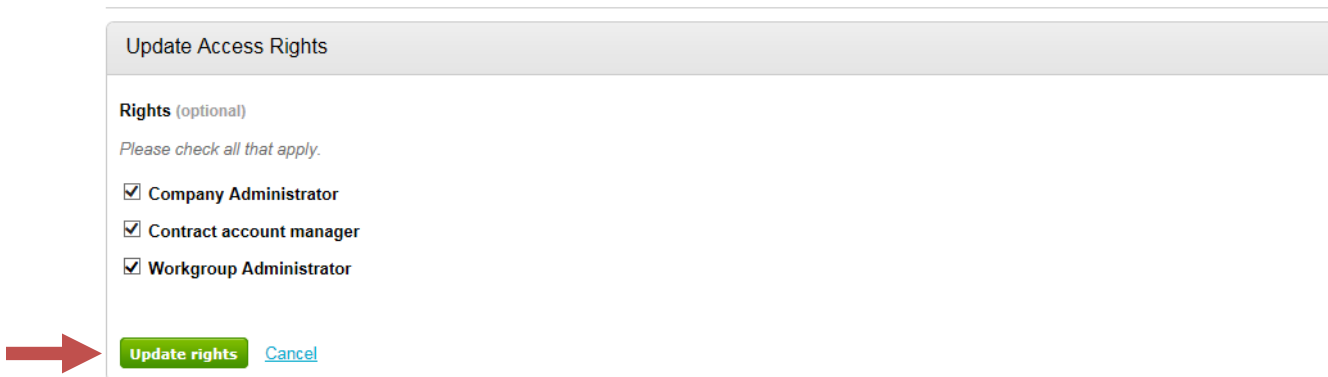
Step 1 - Click on 'Edit'



Access rights Edit

**Rights:** Company Administrator

Step 4 – Select the Access rights (optional) for the user. Please note the access rights displayed below are created by Due North. If you require further information about the definition of these please contact Due North. You can choose more than one option. Click on 'Update Rights' to select.



Update Access Rights

**Rights (optional)**  
*Please check all that apply.*

- Company Administrator
- Contract account manager
- Workgroup Administrator

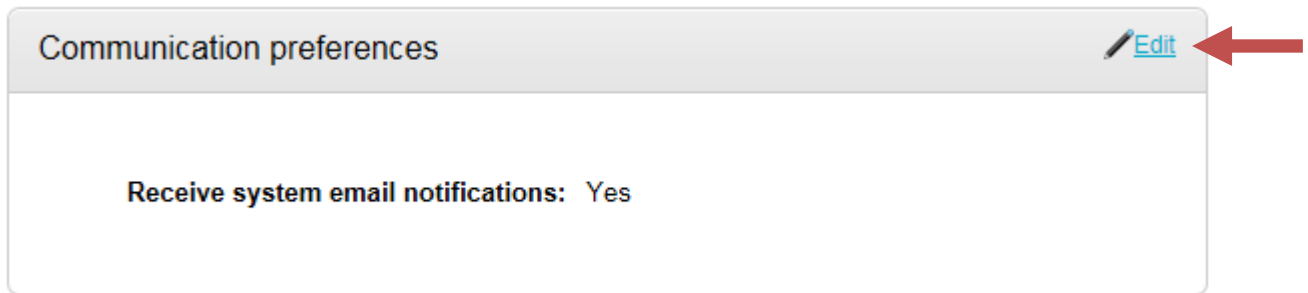
**Update rights** [Cancel](#)



#### 4. Communication Preferences

Should you wish to disable your email notifications for any alerts generated by The Chest i.e. tender, user account alerts etc you will be able to do this in the communication preferences section.

Step 1 - To do this, select 'Edit' as shown below



Step 2 – Select which preference (Yes or No) you wish to choose and then select 'Update'.

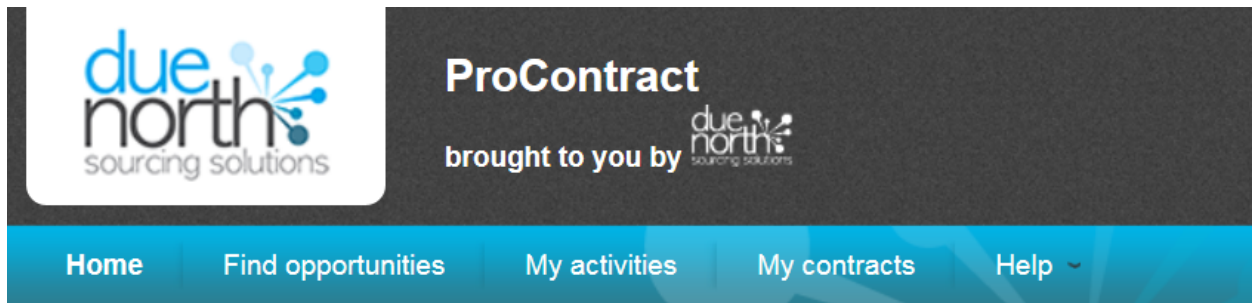


## Accessing Previous Applications

Step 1 – Log in and Navigate to the Home Page. Under the ‘Activities’ section, click on the drop down arrow and select “Bolton Council” as shown below and then click “Go”

The screenshot displays the ProContract web application interface. At the top, there is a header with the 'due north sourcing solutions' logo and the text 'ProContract brought to you by due north sourcing solutions'. Below the header is a navigation bar with links for 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The main content area shows the 'Home page' with an 'Activities' section. The 'Activities' section has a dropdown arrow and a 'View full screen' link. Below the dropdown, there are tabs for 'Active', 'Recently added', and 'Last viewed'. A dropdown menu is open, showing a list of council names: 'Bolton at Home', 'Bolton Council', 'Manchester City Council', 'Oldham Council', 'Salford Council', and 'Stockport Metropolitan Borough Council'. A red arrow points to the 'Bolton Council' option. To the right of the dropdown is a search box with a 'Go' button circled in red. Below the search box, there is a blue button with the text 'Click on the dropdown and click on the 'Go' button'. Below the 'Activities' section is an 'Opportunities' section with a 'Find opportunities' link and a paragraph of text: 'To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above'.

Step 2 – The ‘Activities’ section will then show you a list of Tenders you have previously submitted Documents for. Select the title of the Tender you wish to access your previous Documents from



Home

## Home page

Activities
[View full screen](#)

Active
Recently added
Last viewed

Bolton Council

▼

Go

Search

Go

1 2 [< Prev](#)

Buyer	Title	Current event	Event deadline
Bolton Council	<a href="#">Provision of Cleaning Services at Westhoughton High School</a>	Westhoughton High School - Provision of Cleaning Services	14/02/2012
Bolton Council	<a href="#">TC076 Home to School &amp; College Transport</a>	Test	10/06/2015
Bolton Council	<a href="#">TC 016 Private Hire and Hackney Taxi Testing</a>	Private Hire and Hackney Taxi Testing	26/10/2012
Bolton Council	<a href="#">CPS Trial</a>	CPS Test ITT	21/11/2013
Bolton Council	<a href="#">CPS Trial - Framework A - Job at Joe Bloggs School</a>	School Works at Joe Bloggs School - CPS Trial	23/08/2013
Bolton	<a href="#">58 Mitham Road</a>	58 Mitham Road - TEST	26/11/2012

Step 3 – This will then navigate you to the ‘Activity’ page of the particular Tender you have chosen. Under the ‘Events Box’ in the second section ‘Submitted’ select “Open”



[Home](#) > TC076 Home to School & College Transport

## Activity : TC076 Home to School & College Transport

Events		
<a href="#">TC076 Home to School &amp; College Transport</a>	Expression of interest accepted	<a href="#">View details</a>   <a href="#">Open</a>
<a href="#">TC076 - Home to School and College Transport</a>	Submitted	<a href="#">View details</a>   <a href="#">Open</a>
<a href="#">Test</a>	Submitted	<a href="#">View details</a>   <a href="#">Open</a>
<a href="#">Test</a>	Draft (Respond by: 10/06/2015)	<a href="#">Hide details</a>   <a href="#">Open</a>
<b>Activity type:</b>	ITT	
<b>Reference:</b>	64939	
<b>Respond by:</b>	10 June 2015 at 16:00	
<b>Response status:</b>	Version 1 - Draft	

Step 4 – The next page you will be navigated to will have the Documents you previously attached for this particular Tender. Under the ‘My responses box’ select “Version 1” as shown below

[Home](#) > [TC076 Home to School & College Transport](#) > TC076 - Home to School and College Transport

[<Back to dashboard](#)

**Bolton Council - ITT**
**70969**

▼ Main details

**Title:** TC076 - Home to School and College Transport **Respond by:** 11 June 2012 16:00:00

**Description:**  
 Bolton Council ("the Council") is seeking tenders from suitably qualified and experienced contractors to be included on a framework agreement to provide transport for children and young adults with special educational needs between home and schools/colleges both within and out of the Metropolitan Borough of Bolton. This home to school transport service is subdivided into a number of journey schedules to be let upon the terms and conditions set out and referred to within the tender documents. There will also be a Briefing Event which will be held on the following dates - 15/16/17 May 2012 The Briefing Event will be held at - Castle Hill Centre, Castleton Street Bolton BL2 2JW There will be 3 sessions taking place per day. The times for the sessions will be 9.45, 11.15 and 13.00 each lasting for 1hr 15minutes. Please confirm the date and time you wish to attend by calling Andy Colderley or David Mulvaney on 01204 337981 Please read the tender document prior to the Briefing Event.

▼ Point of delivery

Metropolitan Borough of Bolton

▼ Attachments

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

<a href="#">Appendix 1 - VehicleTemplate.xls</a>	29 KB
<a href="#">Appendix 2 - Operational Route Mileage Charge.xls</a>	33 KB
<a href="#">Castle Hill Centre.doc</a>	77 KB
<a href="#">Pricing Schedule example sheet.doc</a>	75 KB
<a href="#">Quality Quest Open above EU threshold Open Procedure.doc</a>	893 KB

▼ Terms & conditions

[Bolton Council Terms and Conditions](#)

▼ My responses

<a href="#">Version 1</a>	Submitted	11/06/2012 10:21:27
---------------------------	-----------	---------------------

**Time remaining**

Completed

Submitted

**Messaging**

You have 5 unread message(s).  
[View messages](#)

Step 5 – You will then be navigated to ‘My response’ page. Under the ‘Attachments’ section choose the Documents you want to view/save by clicking on the file name and save them on your own desktop in order to access

[Home](#) / [my activities](#) / [10070 Home to School & College Transport](#) / [10070 Home to School and College Transport](#)

**My response** 777341 **Submitted**

[<Back to summary](#)

**Time remaining**  
Respond by: 11 June 2012 16:00:00

**Completed**

**Additional information**  
Supplier reference: TestBolton  
Response information: N/A  
Additional comments: N/A

**Terms & conditions**  
[Bolton Council Terms and Conditions](#)  Accepted

**Attachments**

<a href="#">Appendix 1 - VehicleTemplate.xls</a>	29 KB
<a href="#">Appendix 2 - Operational Route Mileage Charge.xls</a>	33 KB
<a href="#">Pricing Schedule example sheet.doc</a>	75 KB
<a href="#">Quality Quest Open above EU threshold Open Procedure.doc</a>	893 KB

**Response controls**  
Submitted: 11/06/2012 10:21:27

**Audit history**  
[View audit history](#)

For any further assistance, please contact the support team on 01670 597137 or email [support@due-north.com](mailto:support@due-north.com)