

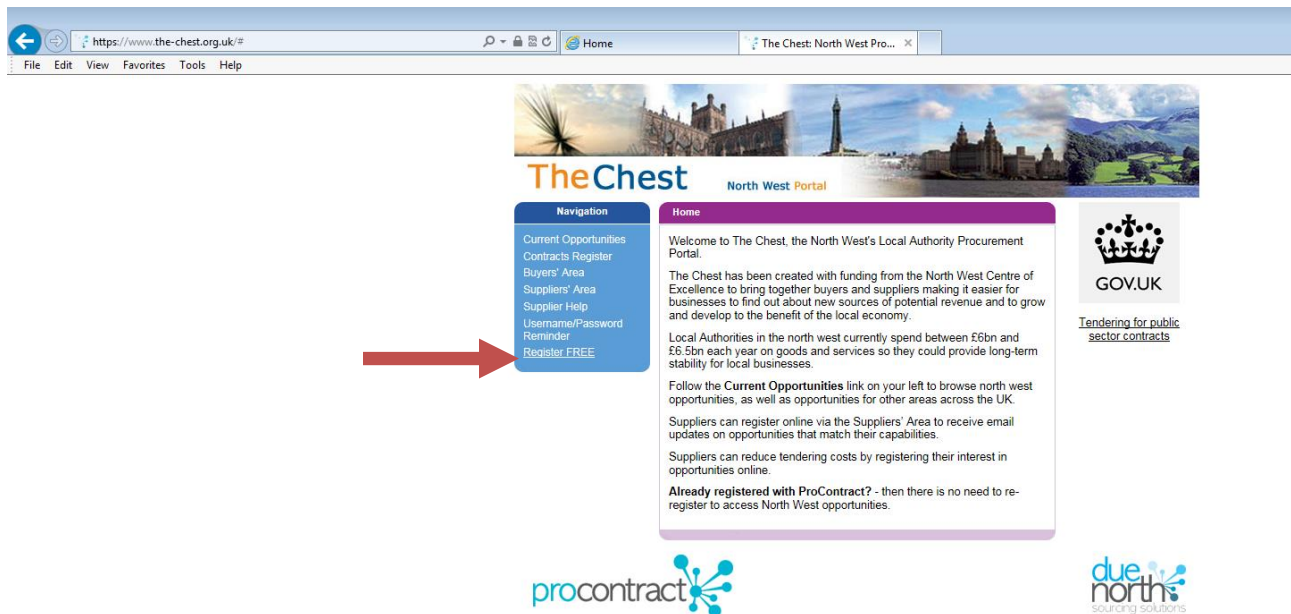


Corporate Procurement (Supplier)
Supplier Registration, Accessing and Applying for
Opportunities

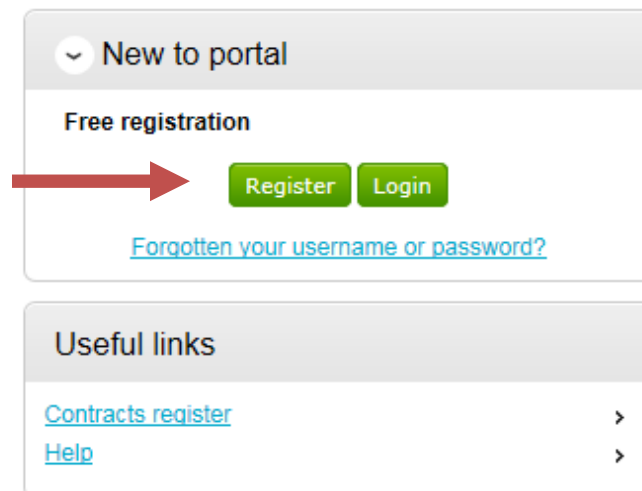
Contents	Page
<u>Setting up as a New Supplier</u>	3
<u>Accessing and Applying for Opportunities</u>	14
<u>Posting Questions regarding opportunities and Tenders</u>	32
<u>Edit your Company details</u>	35
<u>Edit your Account Details</u>	57
<u>Accessing Previous Applications</u>	66

Setting up as a New Supplier

Step 1 – Navigate to the homepage of The Chest, www.the-chest.org.uk, and select 'Register Free'.

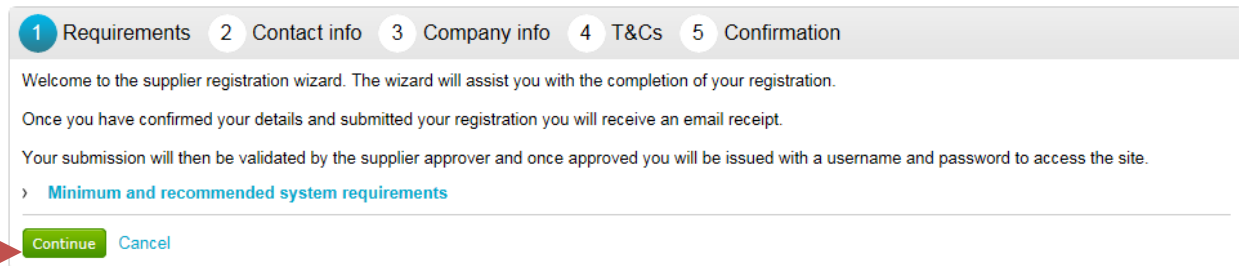


Step 2 - This will bring you to the 'Supplier Pre-Login' page, in the 'New to Portal' box select 'Register'.



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

A screenshot of a supplier registration wizard. At the top, there is a progress bar with five steps: 1 Requirements (active), 2 Contact info, 3 Company info, 4 T&Cs, and 5 Confirmation. Below the progress bar, the text reads: "Welcome to the supplier registration wizard. The wizard will assist you with the completion of your registration." followed by "Once you have confirmed your details and submitted your registration you will receive an email receipt." and "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." Below this text is a link: "> Minimum and recommended system requirements". At the bottom of the wizard, there are two buttons: "Continue" (highlighted with a red arrow) and "Cancel".

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

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

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

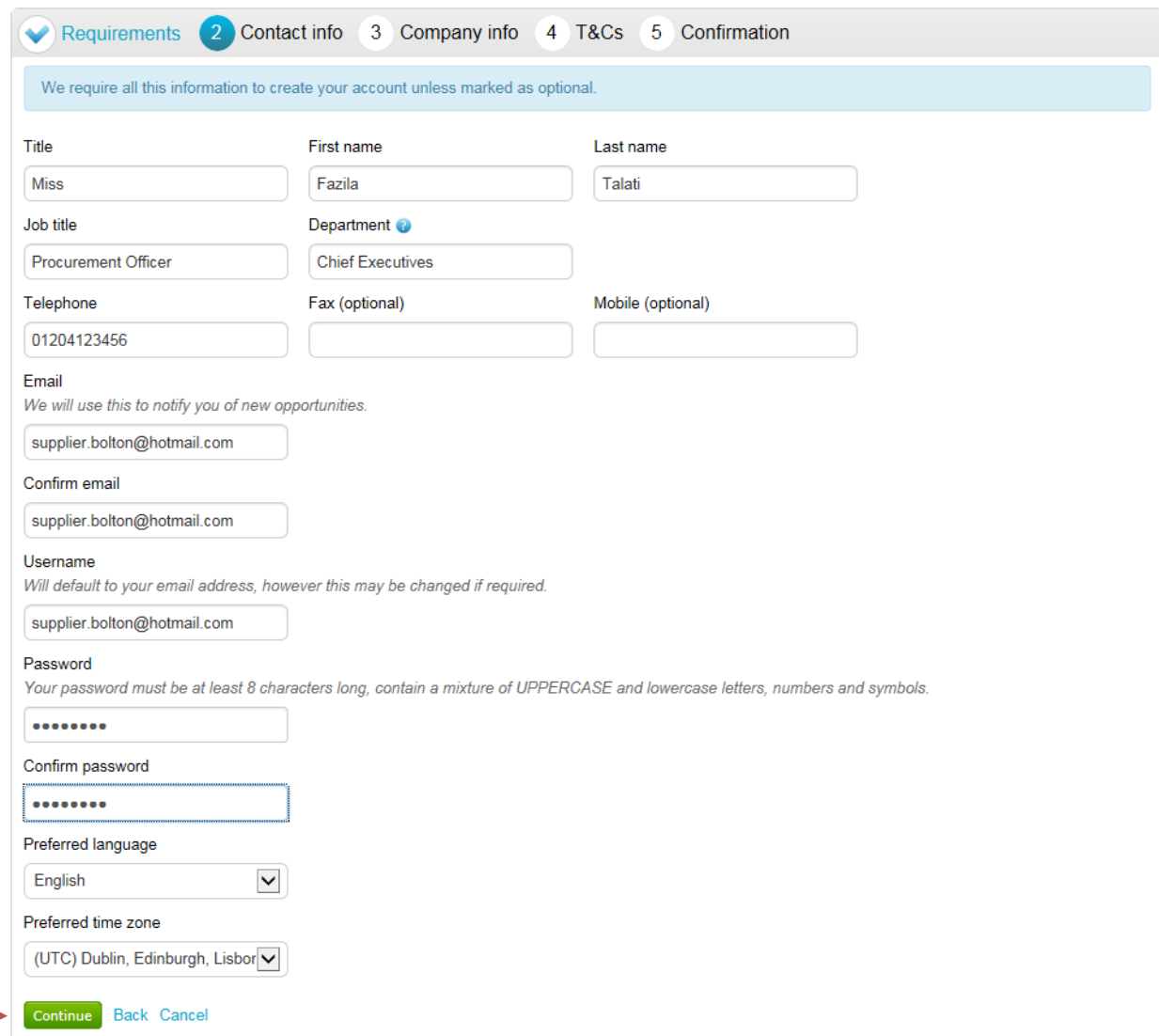
Your submission will then be validated by the supplier approver and once approved you will be issued with a username and password to access the site.

> [Minimum and recommended system requirements](#)

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

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
Miss

First name
Fazila

Last name
Talati

Job title
Procurement Officer

Department
Chief Executives

Telephone
01204123456

Fax (optional)

Mobile (optional)

Email
We will use this to notify you of new opportunities.
supplier.bolton@hotmail.com

Confirm email
supplier.bolton@hotmail.com

Username
Will default to your email address, however this may be changed if required.
supplier.bolton@hotmail.com

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
English

Preferred time zone
(UTC) Dublin, Edinburgh, Lisbor

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

SupplierTest

Address

Town Hall

Victoria Square

Town

Bolton

County

Lancashire

Postal code / zip

BL1 1RU

Country

United Kingdom

Website (optional)

www.bolton.gov.uk

Registration number (optional)

☒ N/A

VAT number (optional)

☒ N/A

Continue

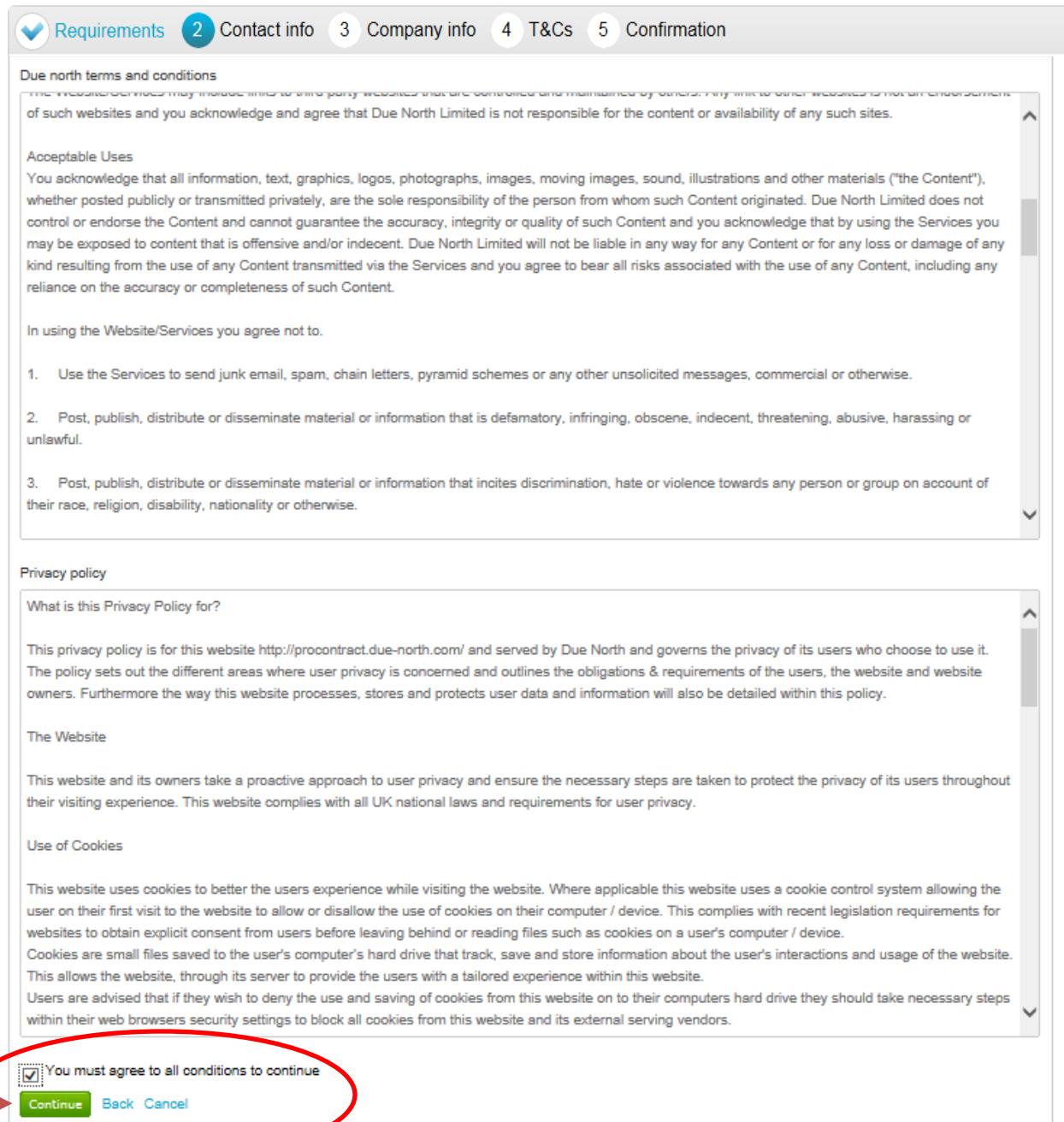
Back

Cancel



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

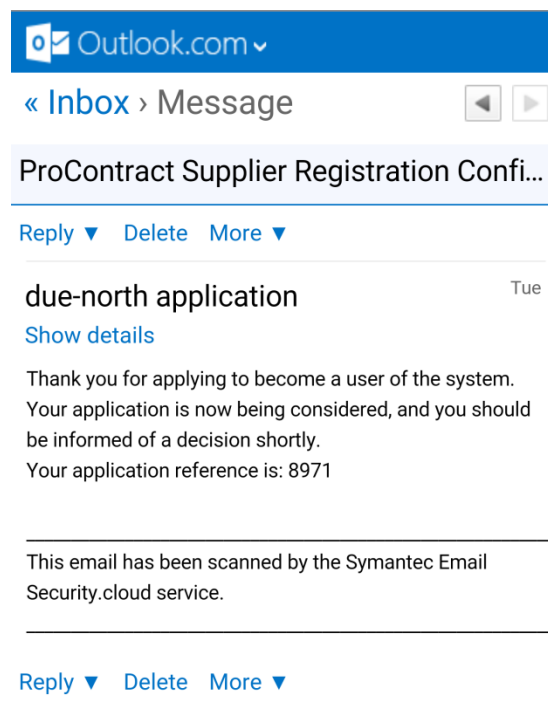
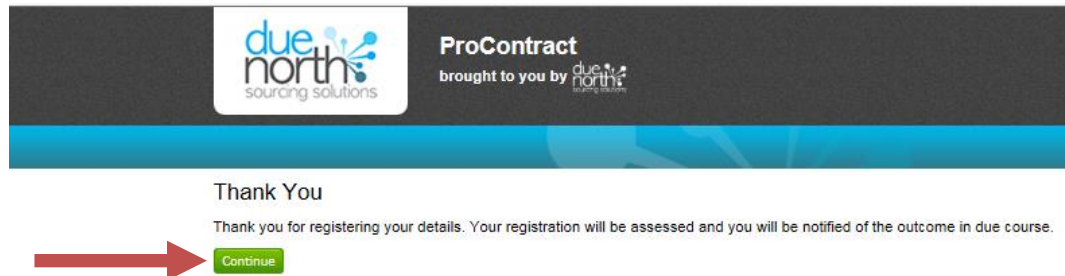
Name	Miss Fazila Talati
Job title	Procurement Officer
Department	Cheif Executives
Telephone	01204 334111
Fax	
Mobile	
User name	supplier.bolton@outlook.com
Email	supplier.bolton@outlook.com
Company name	Supplier Bolton
Address	Victoria Square, Bolton, Lancashire, BL1 1RU United Kingdom
URL	
Registration 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

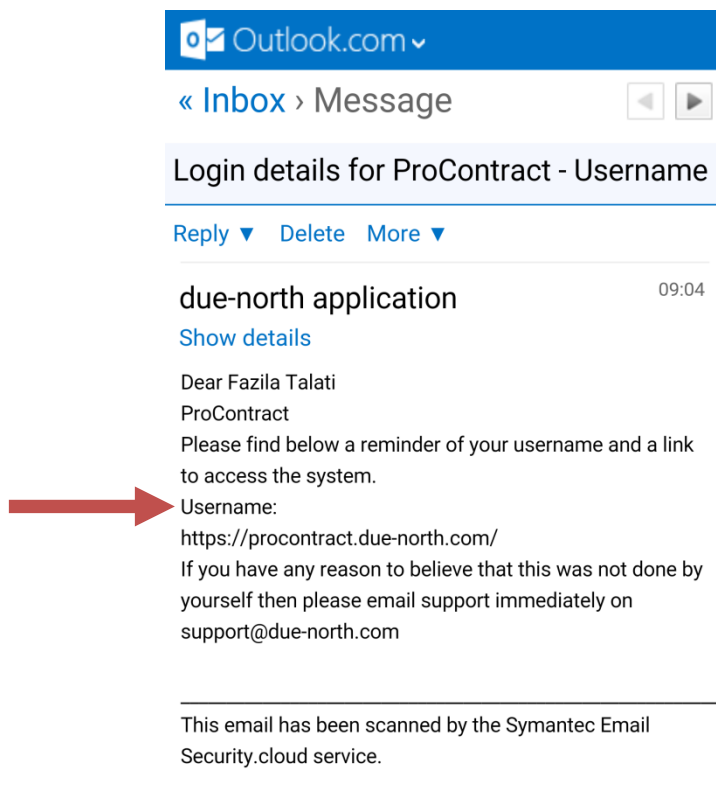
Step 8 – You will receive an acknowledgment message to confirm the registration details and will be informed of the outcome. Then select 'continue' to complete the submission process.

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.

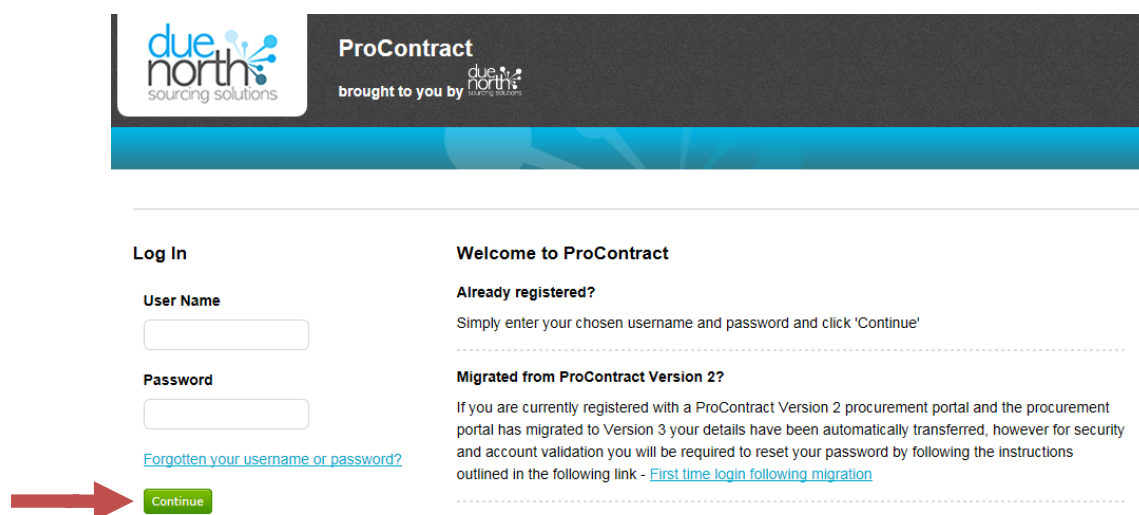
Please note the notification of the outcome may take 24 hours.



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 **i**

☒ N/A

VAT Registration number **i**


☒ N/A

Company description **i**

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) **i**

 **+ 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

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In using the Website/Services you agree not to.

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

Privacy policy

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Use of Cookies

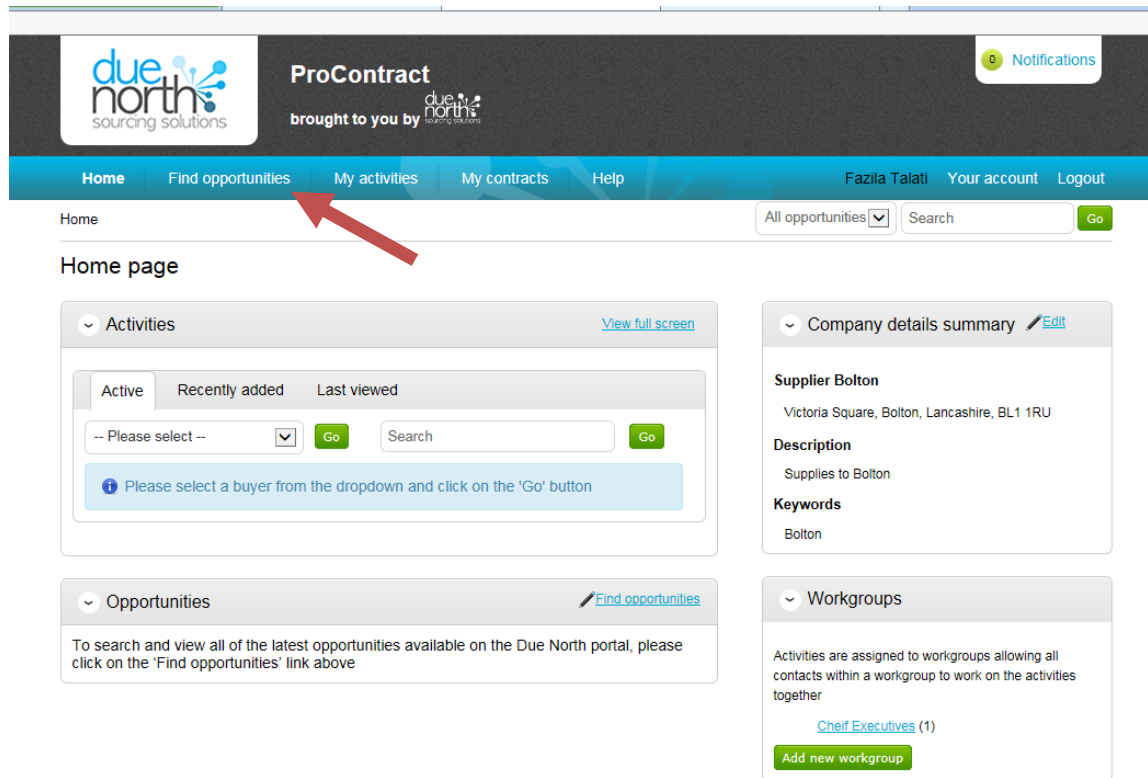
This website uses cookies to better the users experience while visiting the website. Where applicable this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer / device. This complies with

☒ 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.



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ProContract
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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

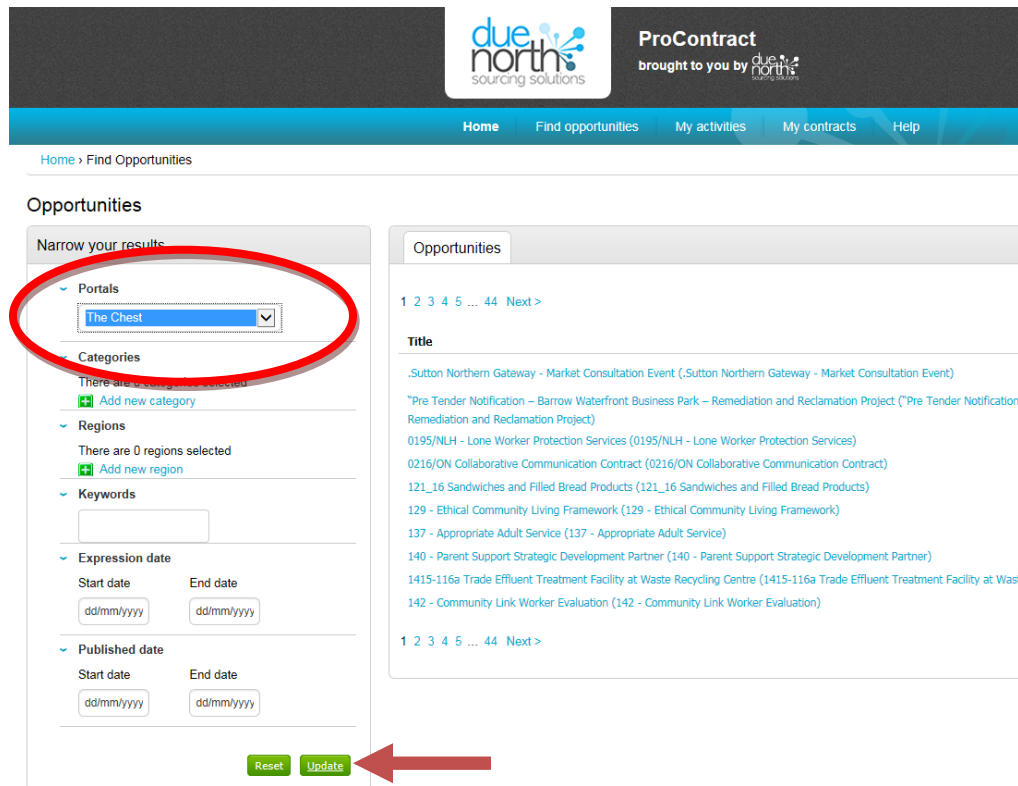
Workgroups

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’



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Home Find opportunities My activities My contracts Help

Home > Find Opportunities

Opportunities

Narrow your results

- Portals
 - The Chest
- Categories
 - There are no categories selected
 - Add new category
- Regions
 - There are 0 regions selected
 - Add new region
- Keywords
 -
- Expression date
 - Start date: dd/mm/yyyy
 - End date: dd/mm/yyyy
- Published date
 - Start date: dd/mm/yyyy
 - End date: dd/mm/yyyy

Reset Update

Opportunities

1 2 3 4 5 ... 44 Next >

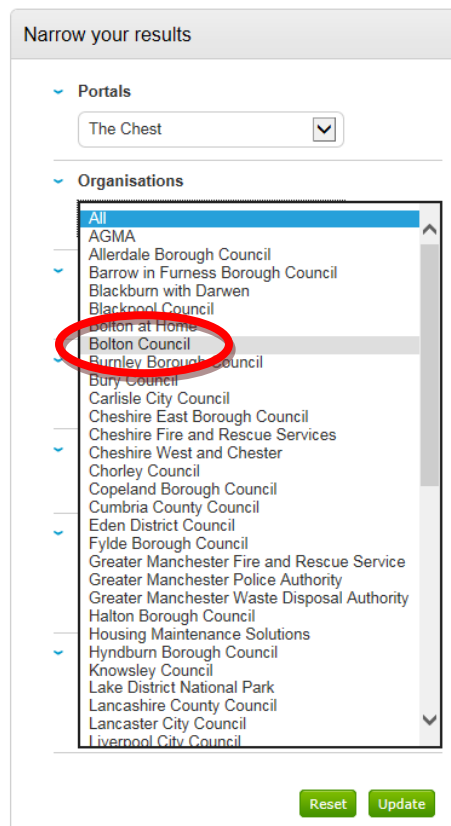
Title

- .Sutton Northern Gateway - Market Consultation Event (.Sutton Northern Gateway - Market Consultation Event)
- "Pre Tender Notification – Barrow Waterfront Business Park – Remediation and Reclamation Project ("Pre Tender Notification Remediation and Reclamation Project)
- 0195/NLH - Lone Worker Protection Services (0195/NLH - Lone Worker Protection Services)
- 0216/ON Collaborative Communication Contract (0216/ON Collaborative Communication Contract)
- 121_16 Sandwiches and Filled Bread Products (121_16 Sandwiches and Filled Bread Products)
- 129 - Ethical Community Living Framework (129 - Ethical Community Living Framework)
- 137 - Appropriate Adult Service (137 - Appropriate Adult Service)
- 140 - Parent Support Strategic Development Partner (140 - Parent Support Strategic Development Partner)
- 1415-116a Trade Effluent Treatment Facility at Waste Recycling Centre (1415-116a Trade Effluent Treatment Facility at Wast
- 142 - Community Link Worker Evaluation (142 - Community Link Worker Evaluation)

1 2 3 4 5 ... 44 Next >

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

Opportunities - Search results

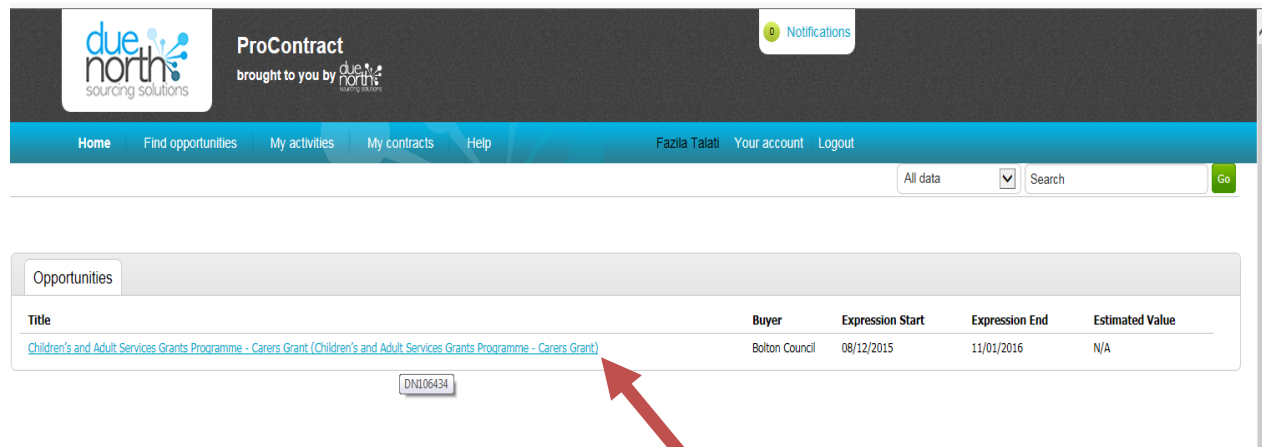


Narrow your results

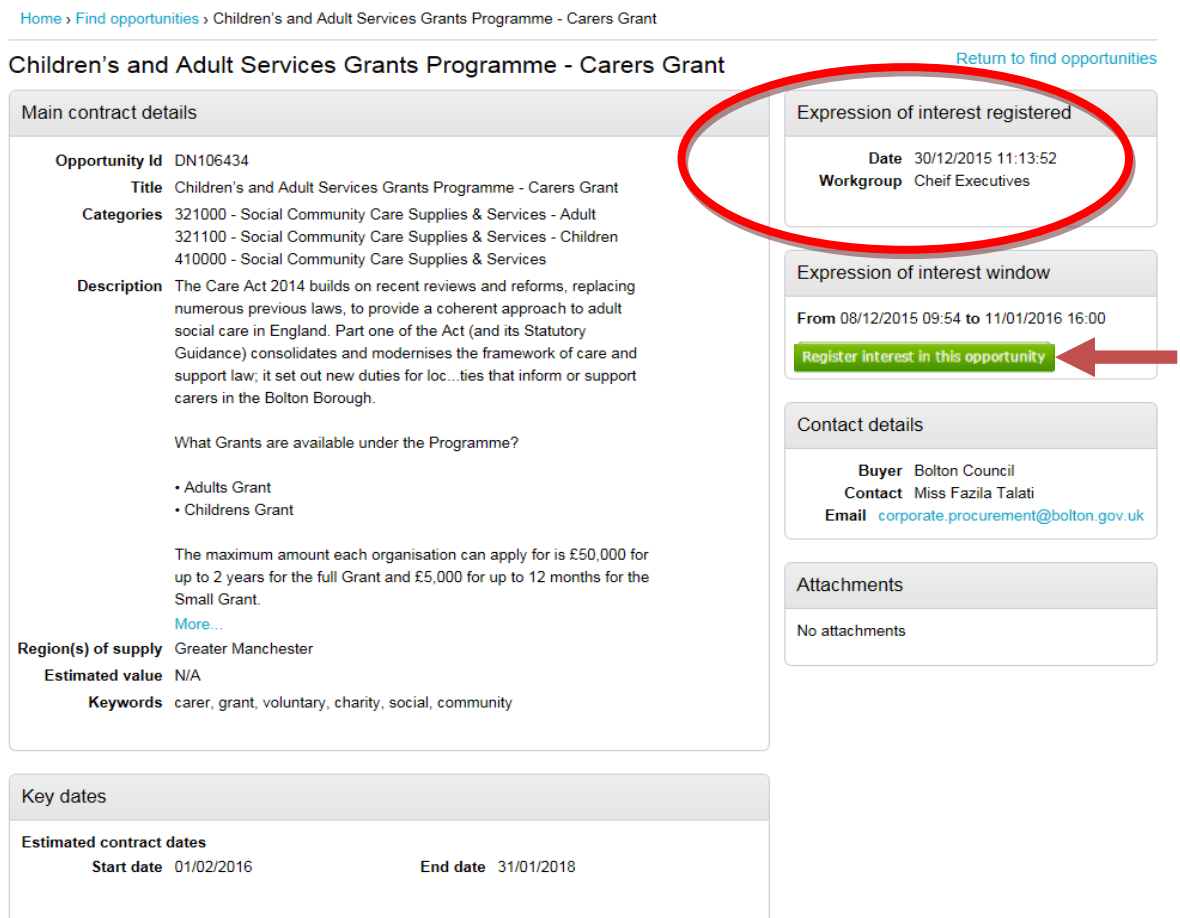
- Portals
 - The Chest
- Organisations
 - All
 - AGMA
 - Allerdale Borough Council
 - Barrow in Furness Borough Council
 - Blackburn with Darwen
 - Blackpool Council
 - Bolton at Home
 - Bolton Council**
 - Burnley Borough Council
 - Bury Council
 - Carlisle City Council
 - Cheshire East Borough Council
 - 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
 - Haltom Borough Council
 - Housing Maintenance Solutions
 - Hyndburn Borough Council
 - Knowsley Council
 - Lake District National Park
 - Lancashire County Council
 - Lancaster City Council
 - Liverpool City Council

Reset Update

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.



Home > Find opportunities > Children's and Adult Services Grants Programme - Carers Grant

[Return to find opportunities](#)

Children's and Adult Services Grants Programme - Carers Grant

Main contract details

Opportunity Id DN106434

Title Children's and Adult Services Grants Programme - Carers Grant

Categories 321000 - Social Community Care Supplies & Services - Adult
321100 - Social Community Care Supplies & Services - Children
410000 - Social Community Care Supplies & Services

Description The Care Act 2014 builds on recent reviews and reforms, replacing numerous previous laws, to provide a coherent approach to adult social care in England. Part one of the Act (and its Statutory Guidance) consolidates and modernises the framework of care and support law; it set out new duties for localities that inform or support carers in the Bolton Borough.

What Grants are available under the Programme?

- Adults Grant
- Childrens Grant

The maximum amount each organisation can apply for is £50,000 for up to 2 years for the full Grant and £5,000 for up to 12 months for the Small Grant.

[More...](#)

Region(s) of supply Greater Manchester

Estimated value N/A

Keywords carer, grant, voluntary, charity, social, community

Expression of interest registered

Date 30/12/2015 11:13:52

Workgroup Chief Executives

Expression of interest window

From 08/12/2015 09:54 to 11/01/2016 16:00

[Register interest in this opportunity](#)

Contact details

Buyer Bolton Council

Contact Miss Fazila Talati

Email corporate.procurement@bolton.gov.uk

Attachments

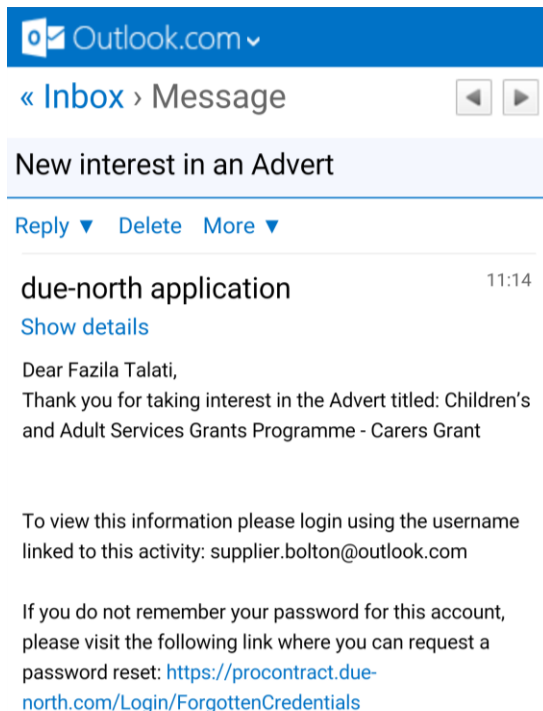
No attachments

Key dates

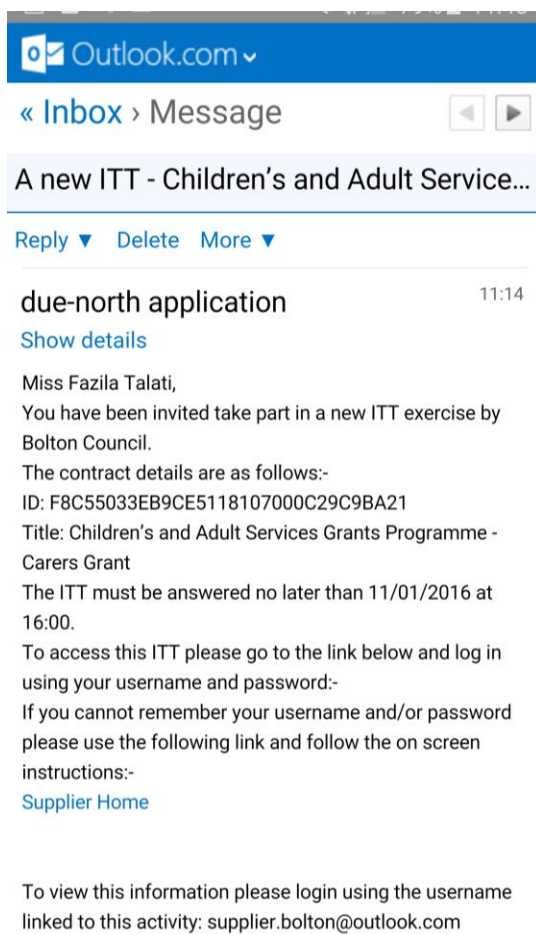
Estimated contract dates

Start date 01/02/2016 **End date** 31/01/2018

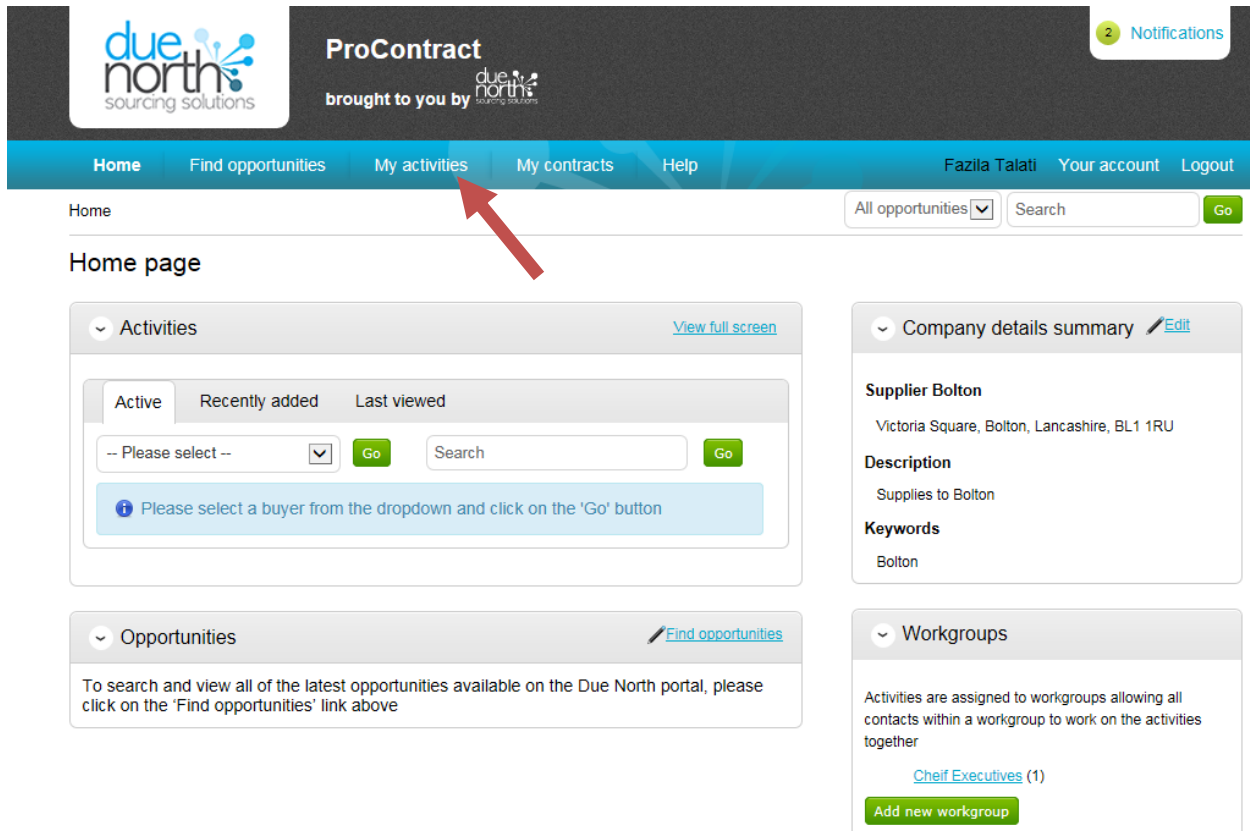
Step 6 – An email will then be sent to the email address which was provided at Supplier Registration stage, confirming that your interest for the Advert has been successful



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)

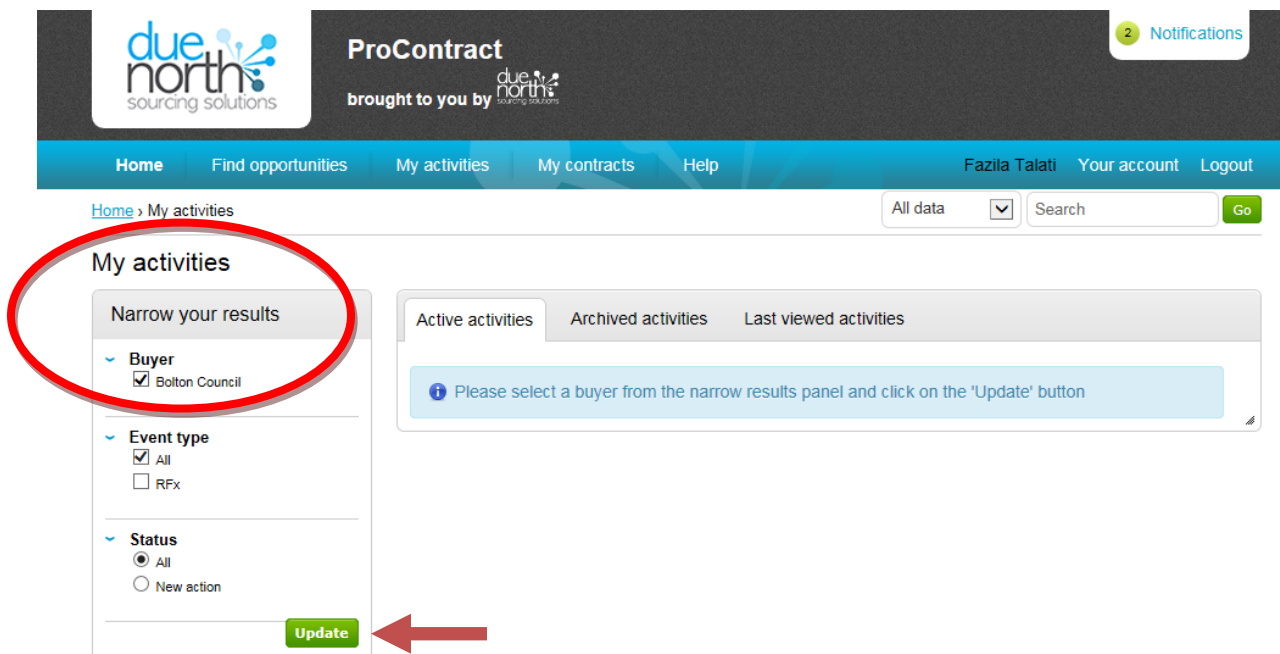


Step 8 – This will then bring you to your supplier homepage. To navigate to the opportunity select 'My activities' as shown below.



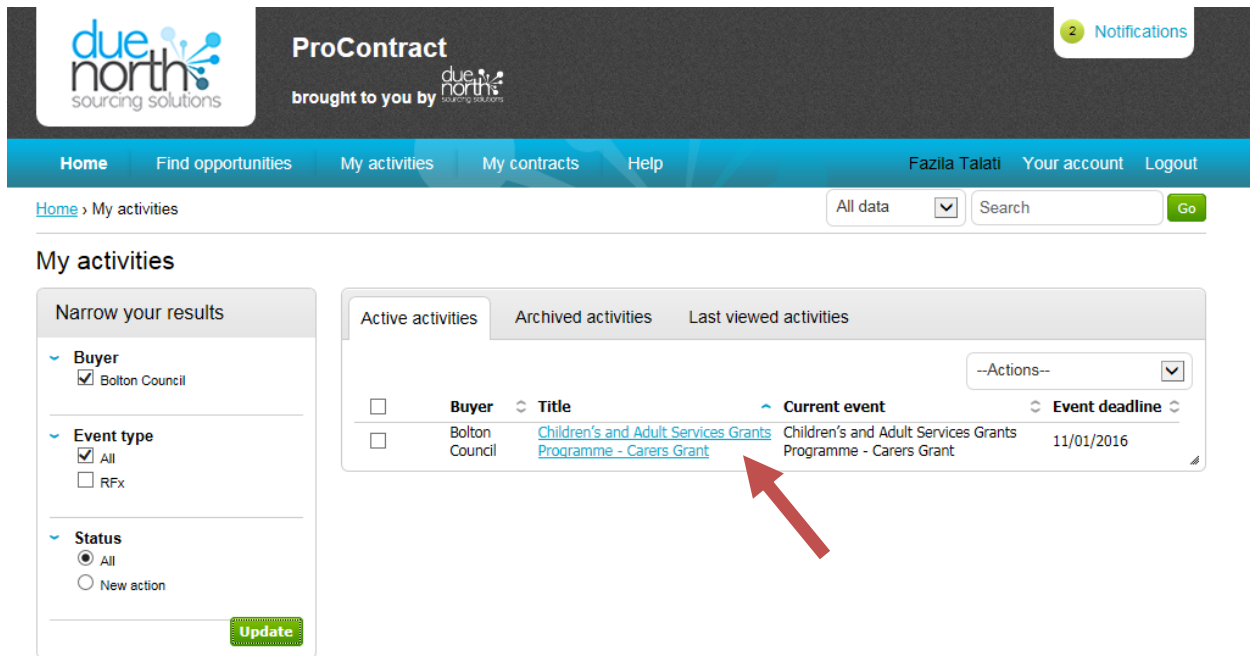
The screenshot shows the ProContract supplier homepage. The top navigation bar includes links for Home, Find opportunities, My activities (highlighted with a red arrow), My contracts, and Help. The user is logged in as Fazila Talati. The main content area is divided into four sections: Activities (with tabs for Active, Recently added, and Last viewed), Opportunities (with a search bar and a 'Find opportunities' link), Company details summary (showing Supplier Bolton and Description), and Workgroups (showing Chief Executives and an 'Add new workgroup' button).

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.



The screenshot shows the 'My activities' page. The left-hand side panel, titled 'Narrow your results', is circled in red. It contains three sections: Buyer (with 'Bolton Council' selected), Event type (with 'All' selected), and Status (with 'All' selected). The 'Update' button at the bottom of this panel is highlighted with a red arrow. The main content area shows tabs for Active activities, Archived activities, and Last viewed activities, with a message indicating that the user should select a buyer from the narrow results panel and click the 'Update' button.

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



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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

	Buyer	Title	Current event	Event deadline
<input type="checkbox"/>	Bolton Council	Children's and Adult Services Grants Programme - Carers Grant	Children's and Adult Services Grants Programme - Carers Grant	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.



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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

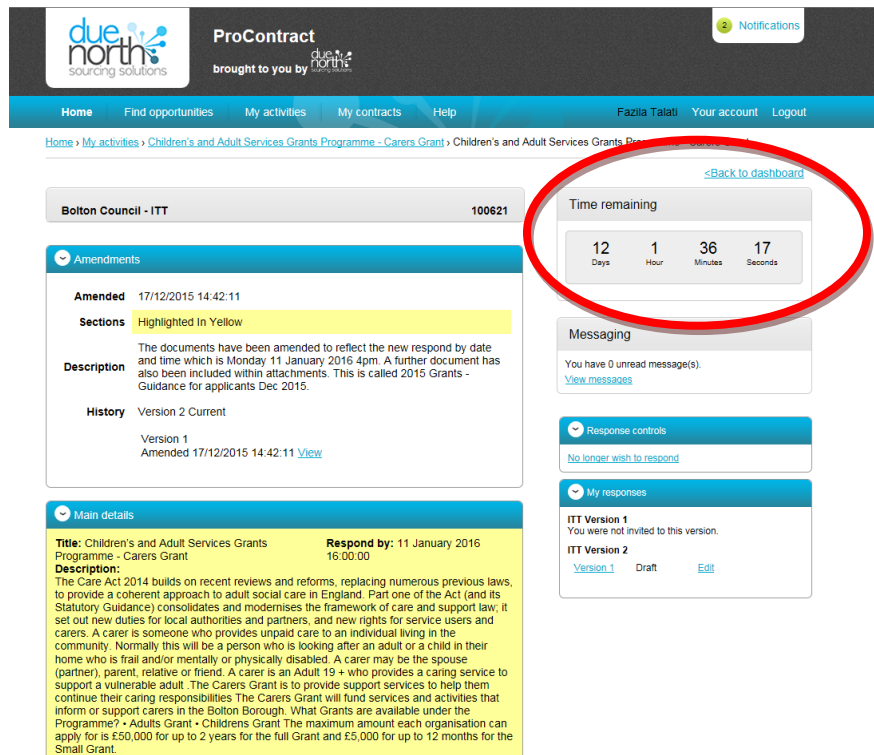
[View audit history](#)

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.



ProContract
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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

[Back to dashboard](#)

Bolton Council - ITT 100621

Time remaining

12 Days 1 Hour 36 Minutes 17 Seconds

Amendments

Amended 17/12/2015 14:42:11

Sections Highlighted In Yellow

Description

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.

History Version 2 Current

Version 1
Amended 17/12/2015 14:42:11 [View](#)

Main details

Title: Children's and Adult Services Grants Programme - Carers Grant **Respond by:** 11 January 2016 16:00:00

Description: The Care Act 2014 builds on recent reviews and reforms, replacing numerous previous laws, to provide a coherent approach to adult social care in England. Part one of the Act (and its Statutory Guidance) consolidates and modernises the framework of care and support law; it set out new duties for local authorities and partners, and new rights for service users and carers. A carer is someone who provides unpaid care to an individual living in the community. Normally this will be a person who is looking after an adult or a child in their home who is frail and/or mentally or physically disabled. A carer may be the spouse (partner), parent, relative or friend. A carer is an Adult 19+ who provides a caring service to support a vulnerable adult. The Carers Grant is to provide support services to help them continue their caring responsibilities. The Carers Grant will fund services and activities that inform or support carers in the Bolton Borough. What Grants are available under the Programme? - Adults Grant - Childrens Grant The maximum amount each organisation can apply for is £50,000 for up to 2 years for the full Grant and £5,000 for up to 12 months for the Small Grant.

Messaging

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

Response controls

[No longer wish to respond](#)

My responses

ITT Version 1
You were not invited to this version.

ITT Version 2
[Version 1](#) [Draft](#) [Edit](#)

Point of delivery

Metropolitan Borough of Bolton

Attachments

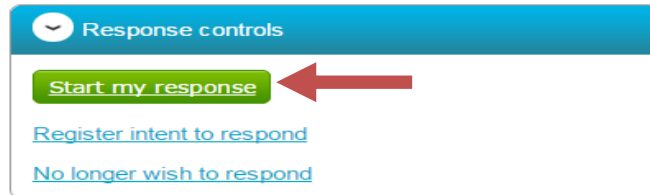
Public attachments can be viewed by all procurers and suppliers involved in this rfx

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

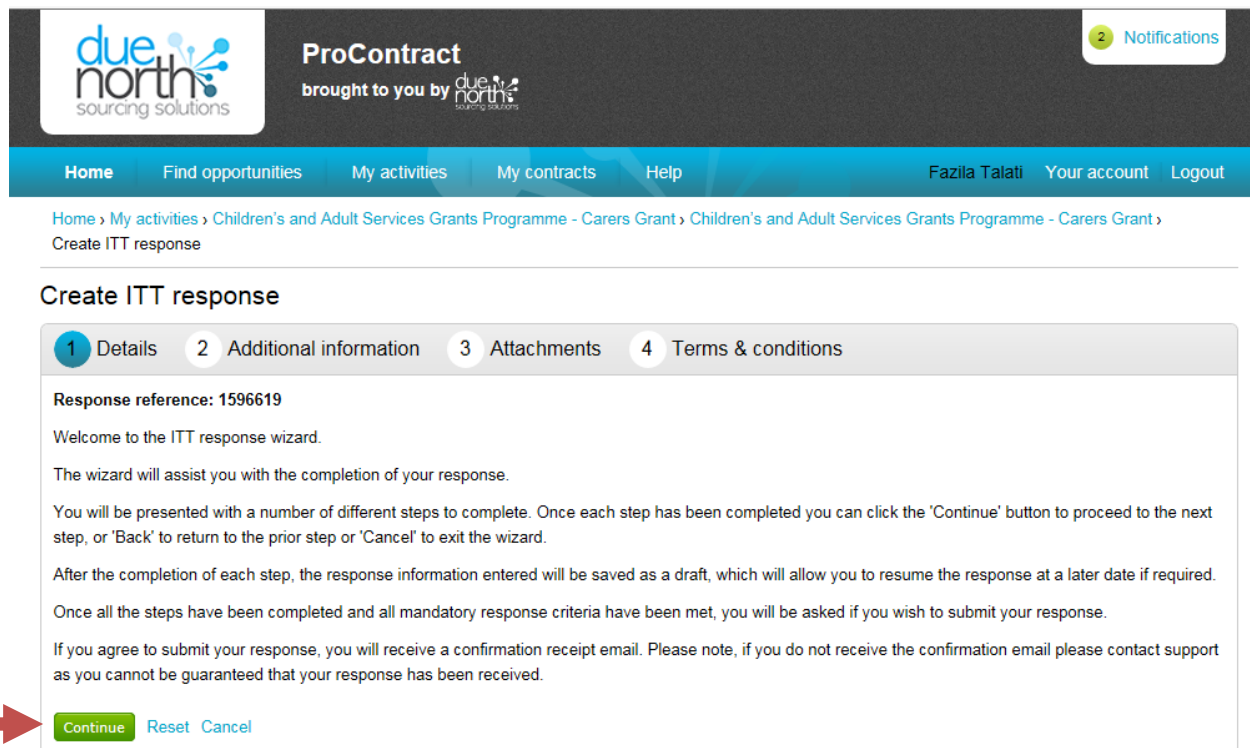
Terms & conditions

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

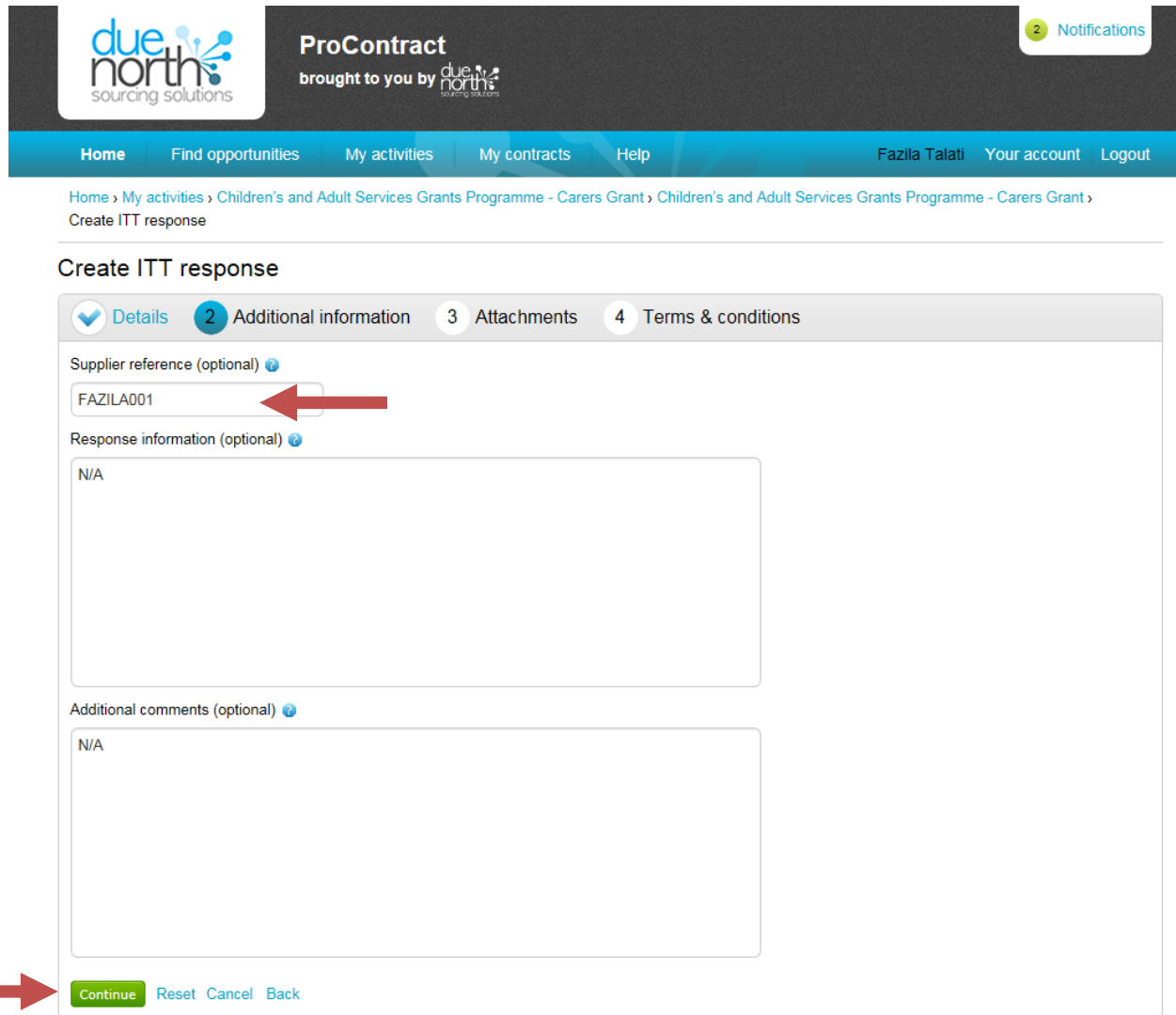
Step 13 - Once you are ready to submit your application under Response Controls click on 'Start my response' as indicated.



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

Details 2 Additional information 3 Attachments 4 Terms & conditions

Supplier reference (optional) ⓘ

FAZILA001

Response information (optional) ⓘ

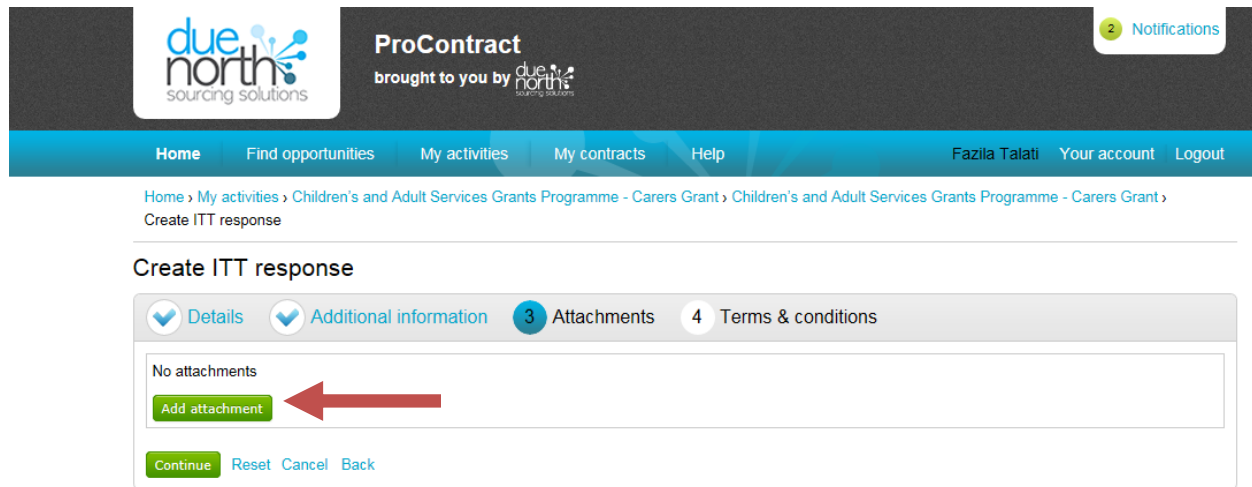
N/A

Additional comments (optional) ⓘ

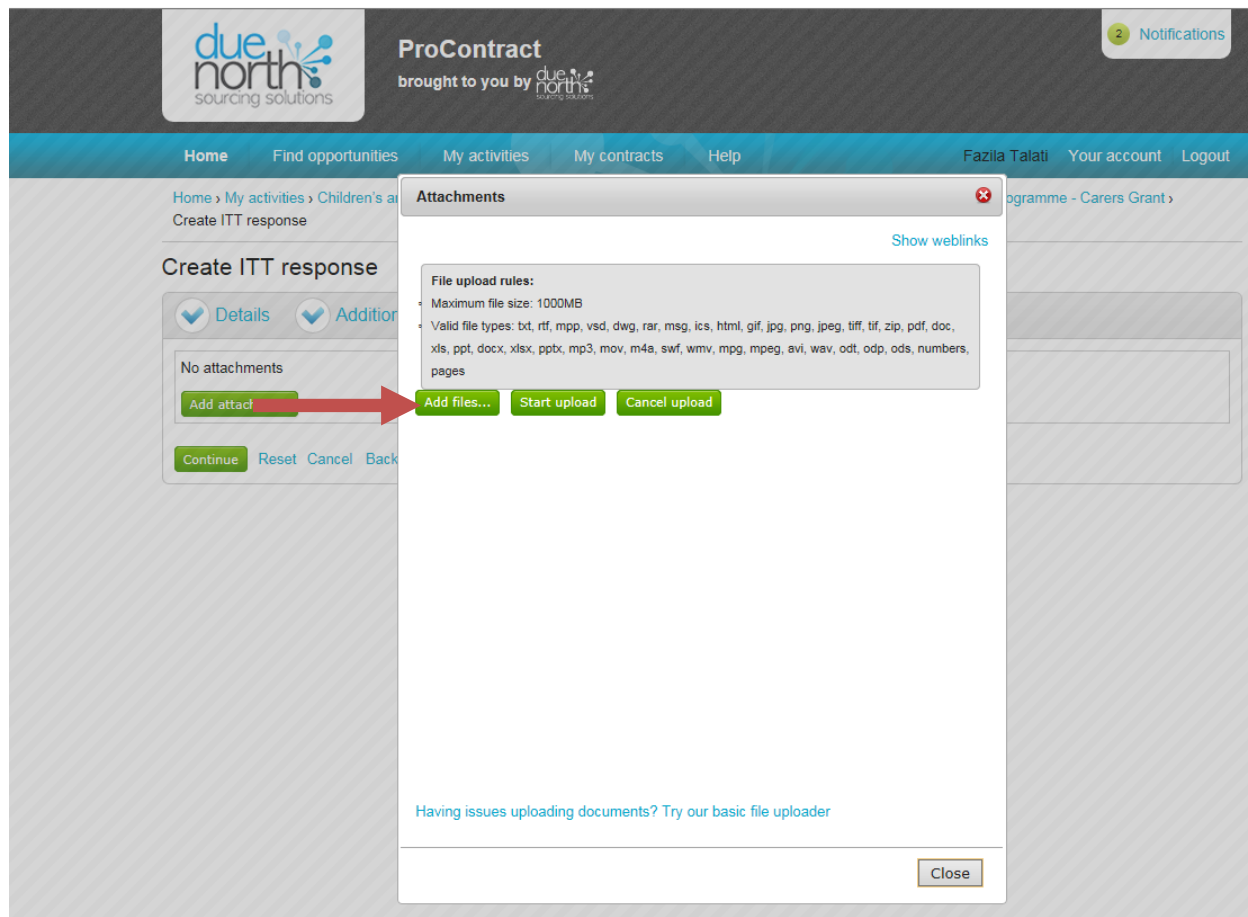
N/A

Continue Reset Cancel Back

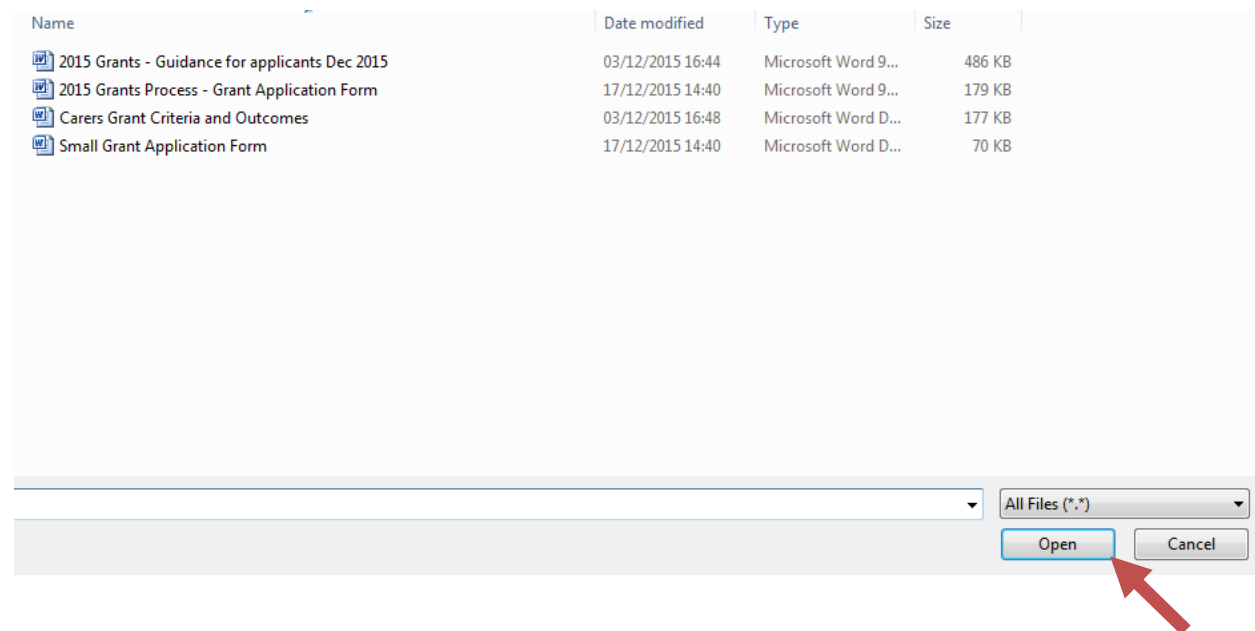
Step 16 – The Attachments stage allows you to add any attachments (Application/Tender Submission) Select the ‘Add Attachment’ button



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

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Notifications

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

Home > My activities > Children's a
Create ITT response

Create ITT response

Details Addition

No attachments

Add attachment

Continue Reset Cancel Back

Attachments

Show weblinks

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

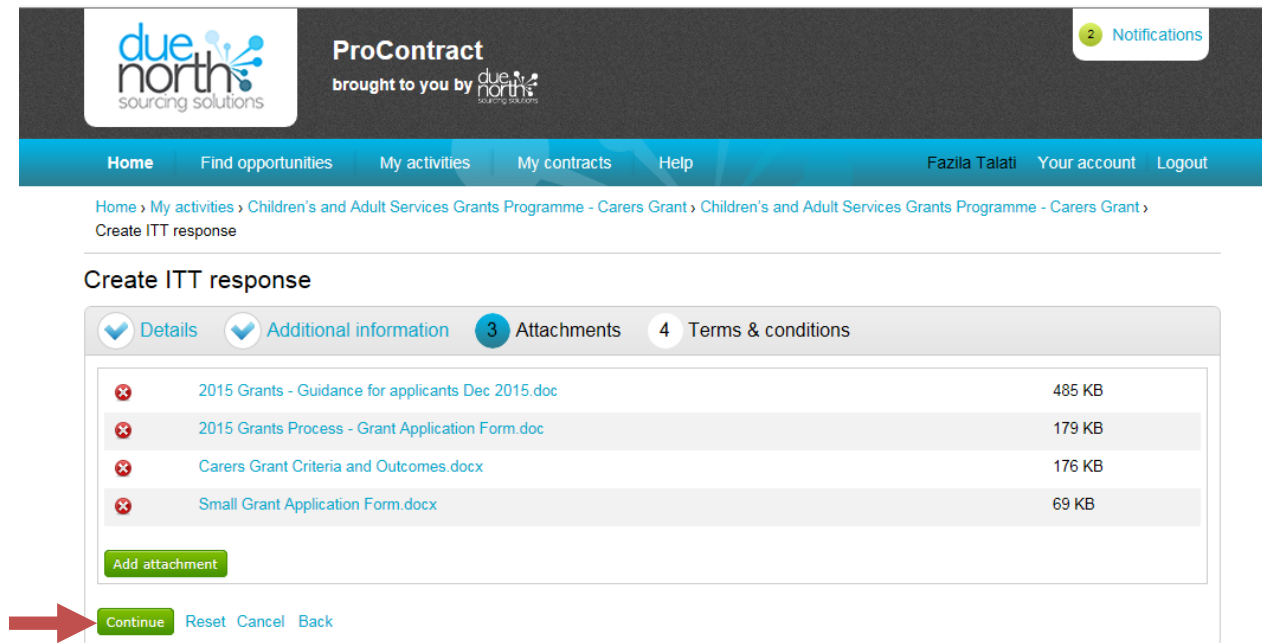
Add files... Start upload Cancel upload

File	Comment	Size	Progress
2015 Grants - Guidance for applicants Dec 2015.doc		497.15 KB	
2015 Grants Process - Grant Application Form.doc		183.30 KB	
Carers Grant Criteria and Outcomes.docx		181.00 KB	
Small Grant Application Form.docx		70.92 KB	

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 'Create ITT response' page in the ProContract system. The page has a header with the 'due north' logo and 'ProContract' branding. A navigation bar includes links like 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The user is logged in as 'Fazila Talati'. The breadcrumb trail shows the path: 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 section is titled 'Create ITT response' and features a progress bar with four steps: 'Details', 'Additional information', 'Attachments' (the current step, highlighted with a blue circle and the number 3), and 'Terms & conditions'.

Under the 'Attachments' step, there is a table listing four uploaded documents, each with a red 'X' icon for deletion:

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 a green 'Add attachment' button. At the bottom of the form, there are four buttons: 'Continue' (highlighted with a red arrow), 'Reset', 'Cancel', and 'Back'.

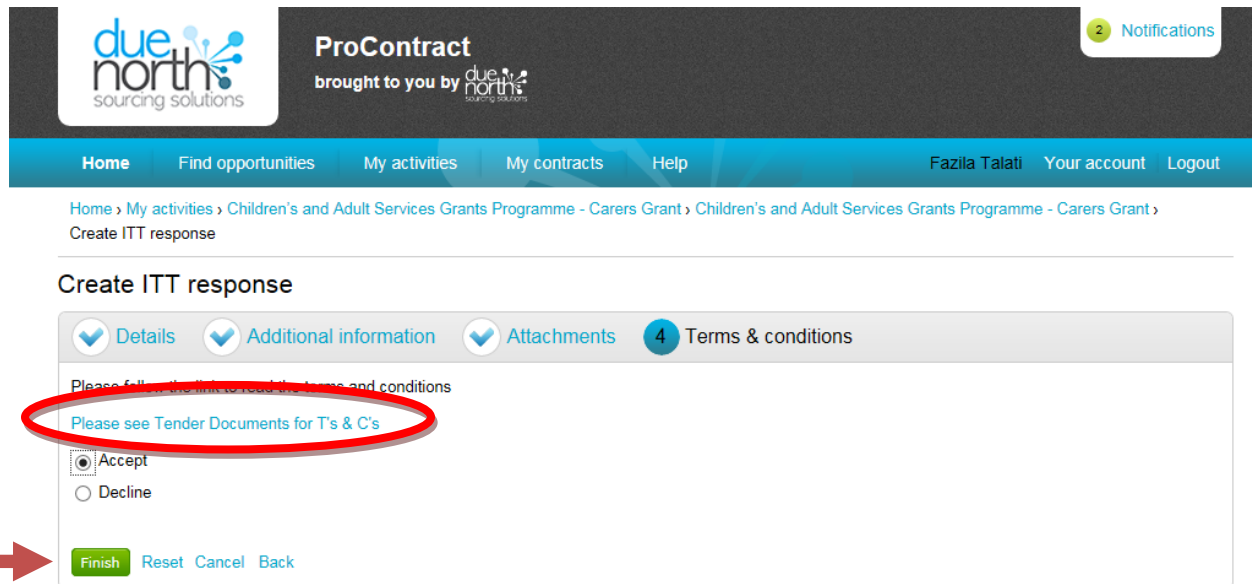
(If you have any issues uploading the documents via the Advanced Uploader Tool select the link as shown below and follow the steps via the Basic Uploader)

The screenshot shows the ProContract web application interface. At the top, there is a header with the 'due north sourcing solutions' logo and the 'ProContract' title. A navigation bar includes links for Home, Find opportunities, My activities, My contracts, and Help. A user profile section shows 'Fazila Talati' with links for 'Your account' and 'Logout'. A 'Notifications' badge with the number '2' is also present.

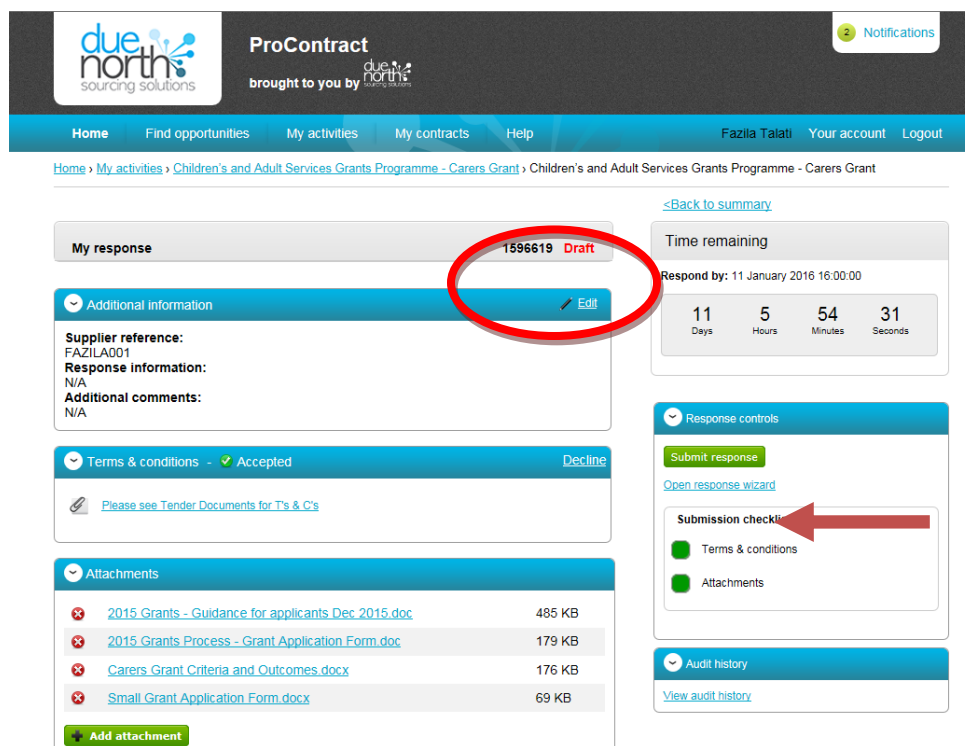
The main content area is titled 'Create ITT response' and includes a sidebar with 'Details' and 'Addition' tabs. The main panel shows 'No attachments' and an 'Add attachment' button. A modal window titled 'Attachments' is open, displaying 'File upload rules' (Maximum file size: 1000MB, Valid file types: 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) and buttons for 'Add files...', 'Start upload', and 'Cancel upload'.

At the bottom of the modal, a link is circled in red: [Having issues uploading documents? Try our basic file uploader](#). A 'Close' button is located at the bottom right of the modal.


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'.



ProContract
brought to you by 

2 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

My response

1596619 Draft

Additional information

Supplier reference:

FAZILA001

Response information:

N/A

Additional comments:

N/A

Edit

Terms & conditions - Accepted

Decline

Please see Tender Documents for T's & C's

Attachments

✕	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

Add attachment

Time remaining

Respond by: 11 January 2016 16:00:00

11

Days

5

Hours

54

Minutes

31

Seconds

Back to summary

Response controls

Submit response

Open response wizard

Submission checklist

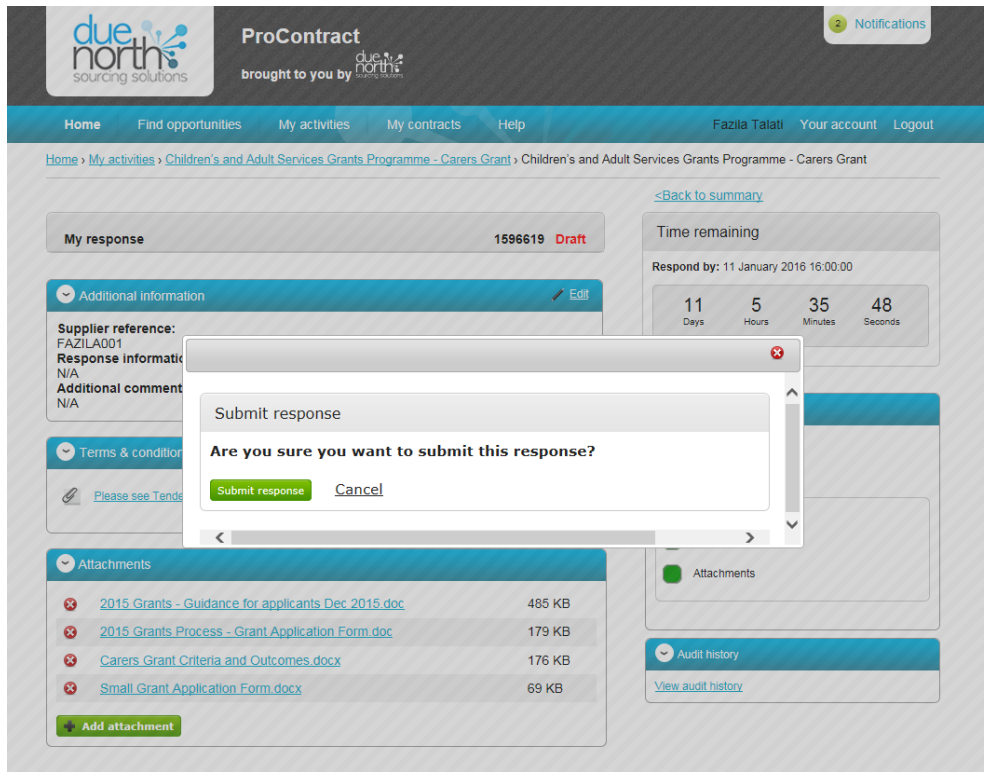
Terms & conditions

Attachments

Audit history

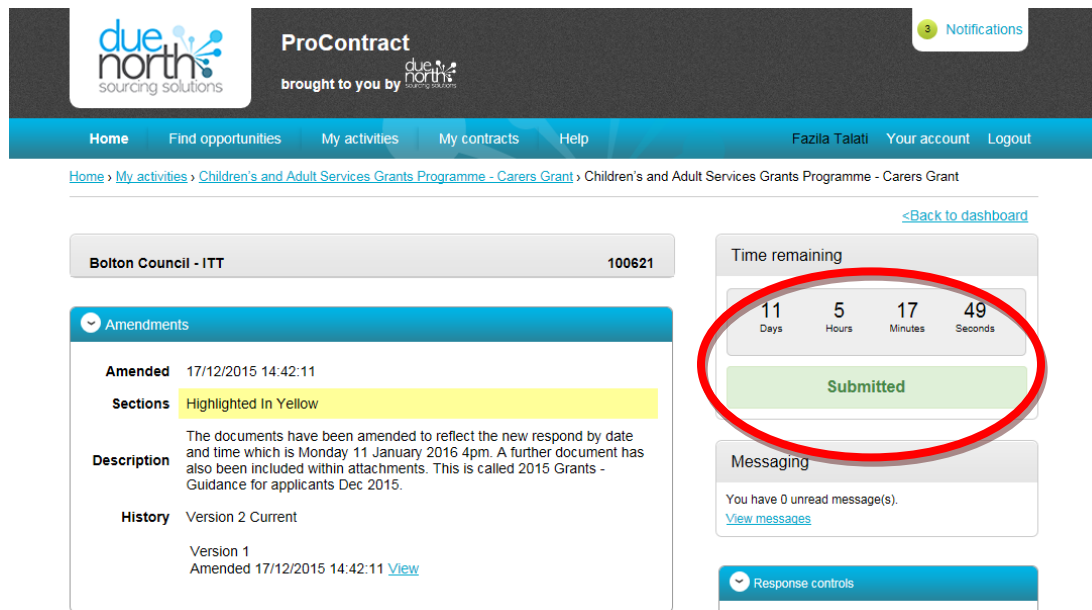
View audit history

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.



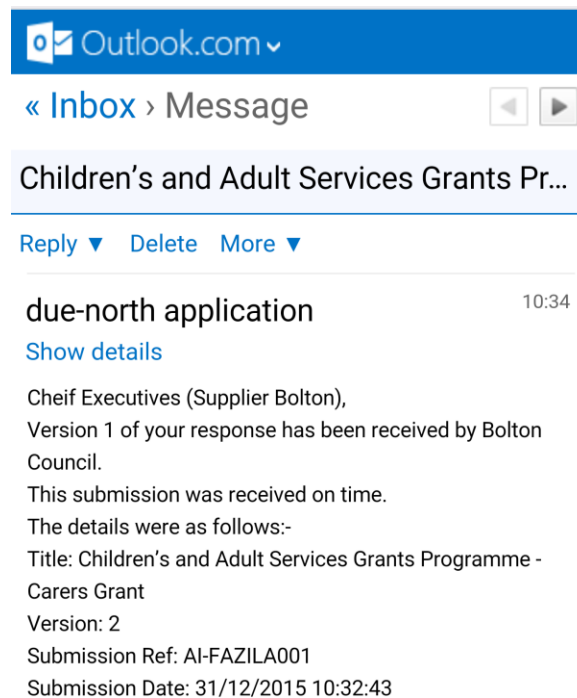
The screenshot shows the 'My response' page for a tender. A modal dialog is open with the title 'Submit response' and the question 'Are you sure you want to submit this response?'. The modal has two buttons: 'Submit response' (green) and 'Cancel' (blue). The background page shows the 'Additional information' section with fields for 'Supplier reference' (FAZILA001), 'Response information' (N/A), and 'Additional comment' (N/A). There is also a 'Time remaining' section showing 11 days, 5 hours, 35 minutes, and 48 seconds. The 'Attachments' section 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), and 'Small Grant Application Form.docx' (69 KB).

Your tender application is now submitted as shown below.

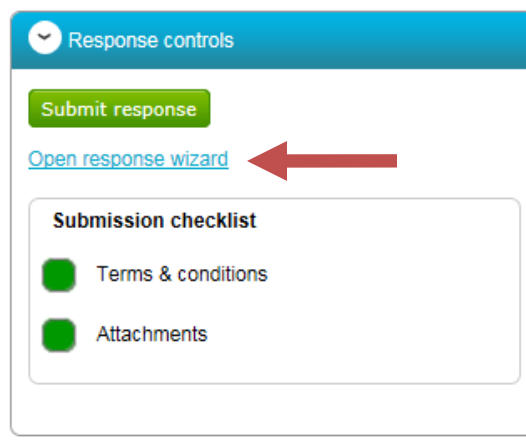


The screenshot shows the 'Amendments' page for the tender. The 'Amended' section shows the date '17/12/2015 14:42:11'. The 'Sections' section is highlighted in yellow and says 'Highlighted in Yellow'. The 'Description' section states: 'The documents have been amended to reflect the new respond by date 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' section shows 'Version 2 Current' and 'Version 1 Amended 17/12/2015 14:42:11 View'. On the right, the 'Time remaining' section shows 11 days, 5 hours, 17 minutes, and 49 seconds. A green button labeled 'Submitted' is circled in red. Below the 'Submitted' button is a 'Messaging' section that says 'You have 0 unread message(s). View messages'. At the bottom, there is a 'Response controls' section with a link 'I would like to edit my response'.

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



due north sourcing solutions **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](#)

Events

[Children's and Adult Services GrantsDraft](#) (Respond by: 11/01/2016) [Hide details](#) | [Open](#)

[Programme - Carers Grant](#)

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

Archive this activity

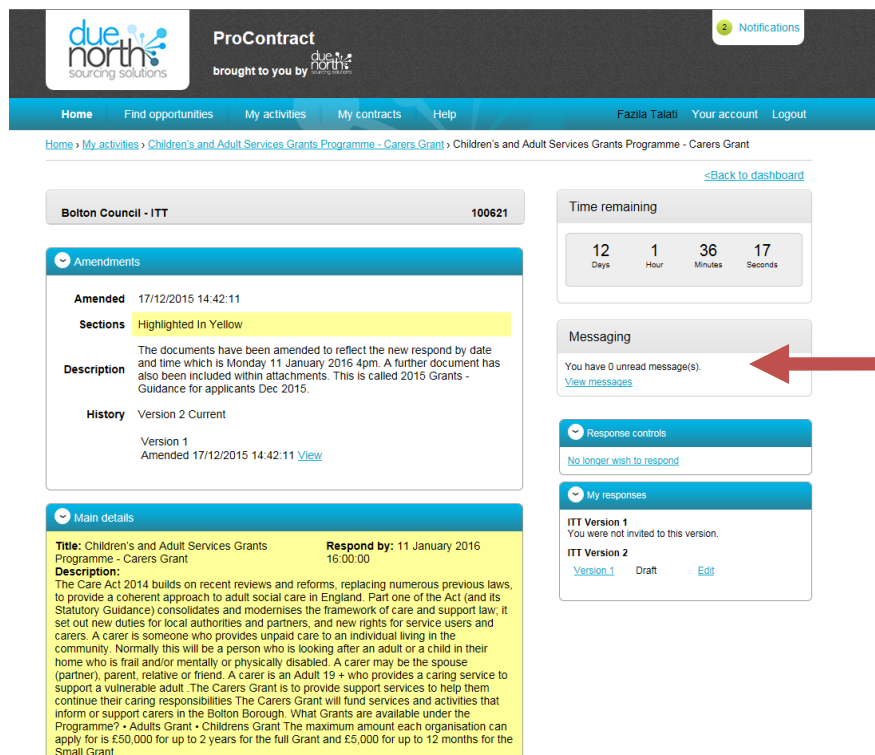
Messaging

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

Audit history

[View audit history](#)

Screenshot 2



due north sourcing solutions **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 > Children's and Adult Services Grants Programme - Carers Grant [<Back to dashboard](#)

Bolton Council - ITT 100621

Time remaining

12 Days 1 Hour 36 Minutes 17 Seconds

Amendments

Amended 17/12/2015 14:42:11

Sections Highlighted In Yellow

Description 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.

History Version 2 Current
Version 1 Amended 17/12/2015 14:42:11 [View](#)

Main details

Title: Children's and Adult Services Grants Programme - Carers Grant **Respond by:** 11 January 2016 16:00:00

Description: The Care Act 2014 builds on recent reviews and reforms, replacing numerous previous laws, to provide a coherent approach to adult social care in England. Part one of the Act (and its Statutory Guidance) consolidates and modernises the framework of care and support law; it set out new duties for local authorities and partners, and new rights for service users and carers. A carer is someone who provides unpaid care to an individual living in the community. Normally this will be a person who is looking after an adult or a child in their home who is frail and/or mentally or physically disabled. A carer may be the spouse (partner), parent, relative or friend. A carer is an Adult 19+ who provides a caring service to support a vulnerable adult. The Carers Grant is to provide support services to help them continue their caring responsibilities. The Carers Grant will fund services and activities that inform or support carers in the Bolton Borough. What Grants are available under the Programme? • Adults Grant • Childrens Grant The maximum amount each organisation can apply for is £50,000 for up to 2 years for the full Grant and £5,000 for up to 12 months for the Small Grant.

Messaging

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

Response controls

[No longer wish to respond](#)

My responses

ITT Version 1 You were not invited to this version.

ITT Version 2 [Version 1](#) Draft [Edit](#)

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

Reset Update


Inbox

Create new message

--Actions-- ☐ Go

Ref No	Subject	From	Date
<input type="checkbox"/> 1.1.1	RE: Partnership working	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 due north sourcing solutions

3 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

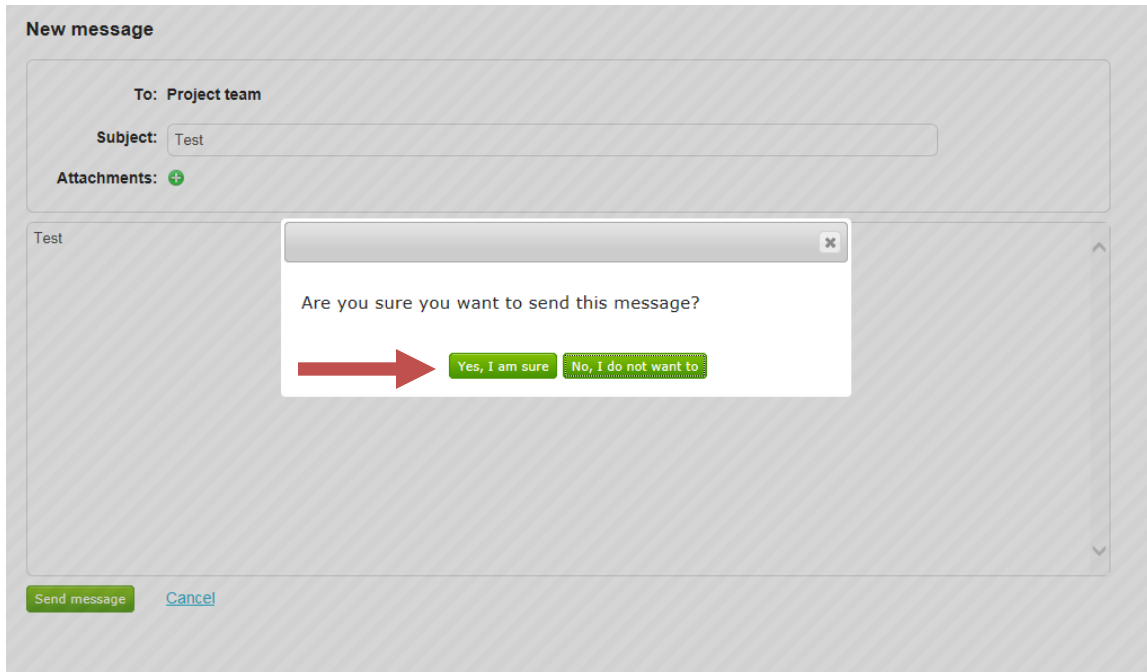
Subject:

Attachments:

Test

Send message Cancel

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

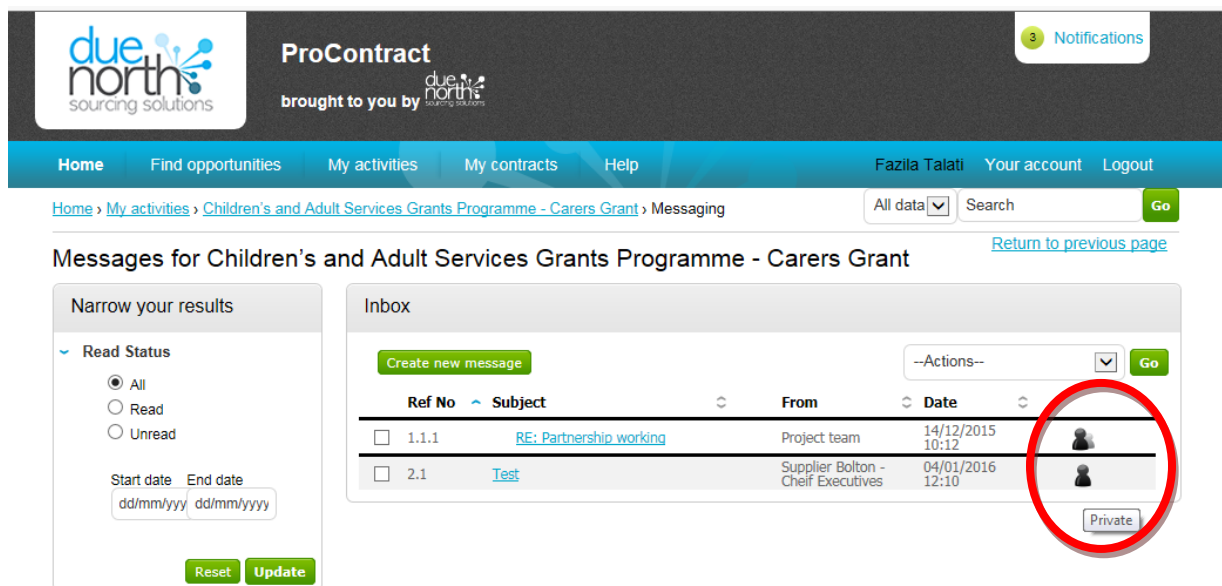


The screenshot shows a 'New message' form with the following details:

- To: Project team
- Subject: Test
- Attachments: +



A confirmation dialog box is displayed in the center of the form, asking: "Are you sure you want to send this message?". Below the question are two buttons: "Yes, I am sure" (highlighted with a red arrow) and "No, I do not want to". At the bottom of the form, there are "Send message" and "Cancel" buttons.

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.



The screenshot shows the ProContract messaging interface. The header includes the "due north sourcing solutions" logo, the "ProContract" title, and a "brought to you by" tagline. The navigation bar includes links for Home, Find opportunities, My activities, My contracts, Help, and user information (Fazila Talati, Your account, Logout). A "Notifications" badge shows 3 notifications.

The main content area is titled "Messages for Children's and Adult Services Grants Programme - Carers Grant". It includes a "Narrow your results" sidebar with filters for Read Status (All, Read, Unread) and date ranges. The main inbox table lists messages:

Ref No	Subject	From	Date	Actions
1.1.1	RE: Partnership working	Project team	14/12/2015 10:12	
2.1	Test	Supplier Bolton - Chief Executives	04/01/2016 12:10	 Private

A red circle highlights the "Private" status of the second message. The interface also includes a "Create new message" button, a search bar, and a "Return to previous page" link.

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 Due North portal homepage. The header includes the Due North logo, ProContract branding, and a Notifications bell icon. The navigation bar contains links for Home, Find opportunities, My activities, My contracts, and Help, along with user information for Fazila Talati and links for Your account and Logout. Below the navigation bar, there is a search bar and a 'Go' button. The main content area is titled 'Home page' and features several sections: 'Activities' with tabs for Active, Recently added, and Last viewed; 'Opportunities' with a search bar and a 'Go' button; and 'Company details summary' which is circled in red. The 'Company details summary' section displays 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 'Company details summary' header. Below this, there is a 'Workgroups' section with a description and a link to 'Chief Executives (1)'.

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

[Chief Executives](#)
Active
[View details](#) | [Edit](#)

Contacts
Add a new contact

Sort by surname


[Miss Fazila Talati](#)
Procurement Officer

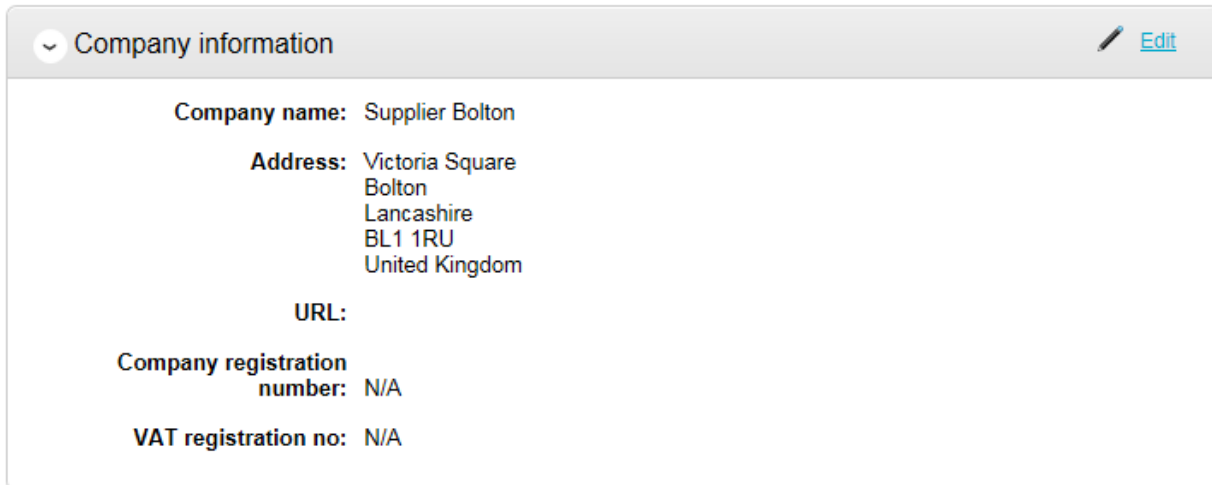
All addresses
Add a new address

Address	Town	County	Post code	Country
Victoria Square	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

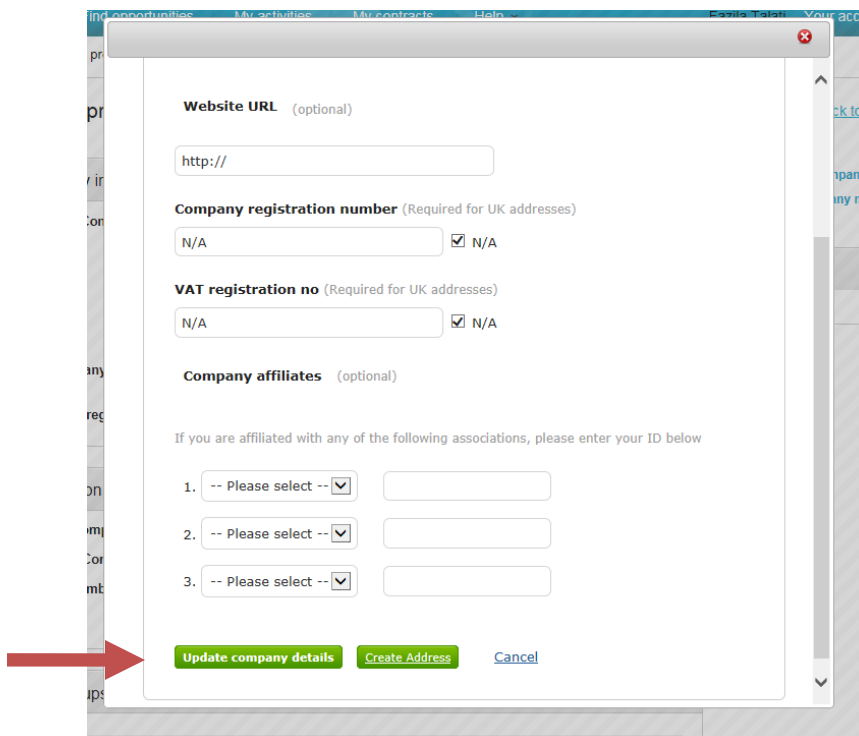
Address: Victoria Square
Bolton
Lancashire
BL1 1RU
United Kingdom

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 --

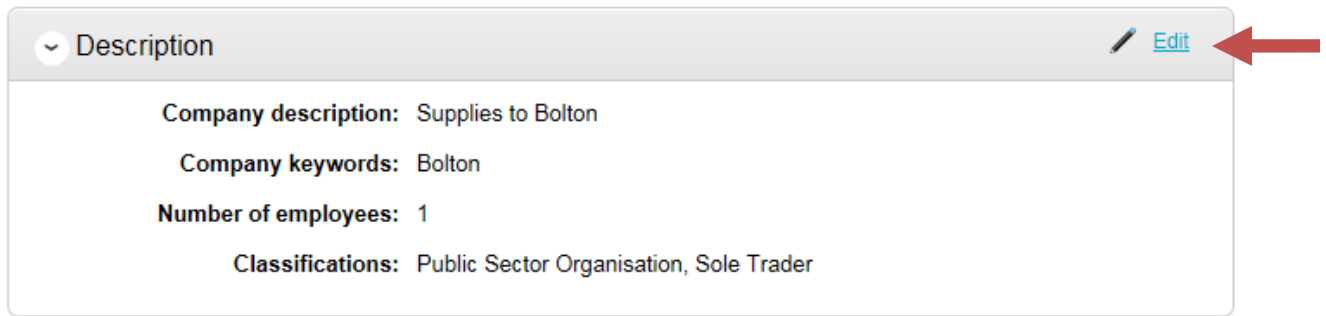
3. -- Please select --

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

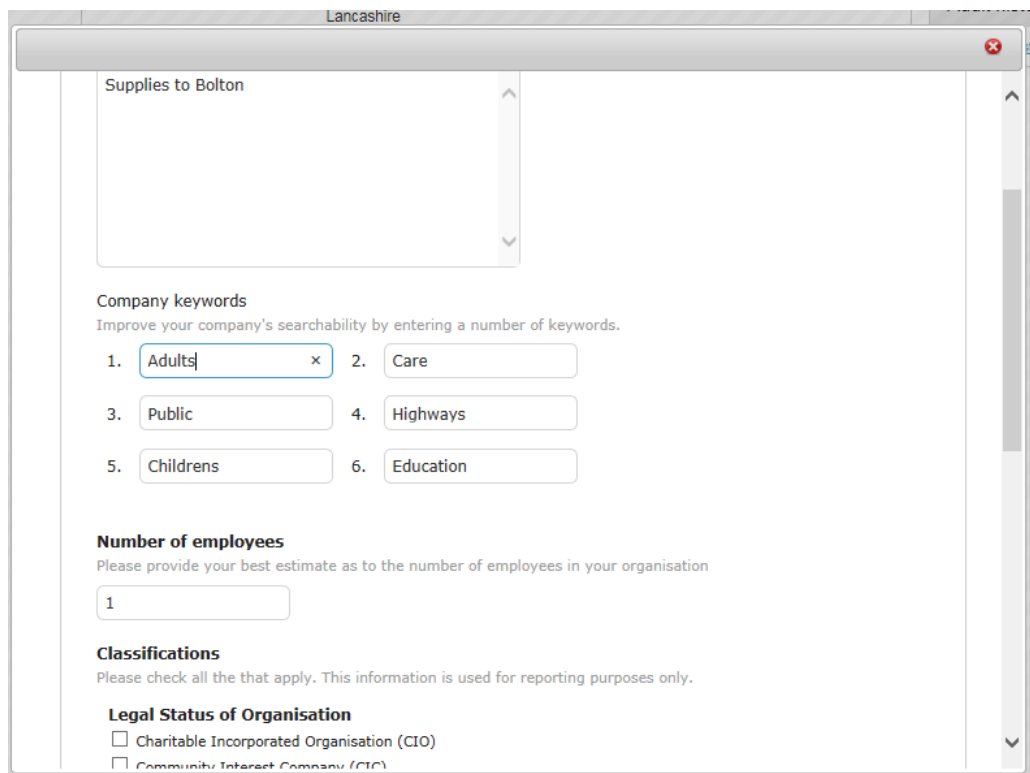
2. Description

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.

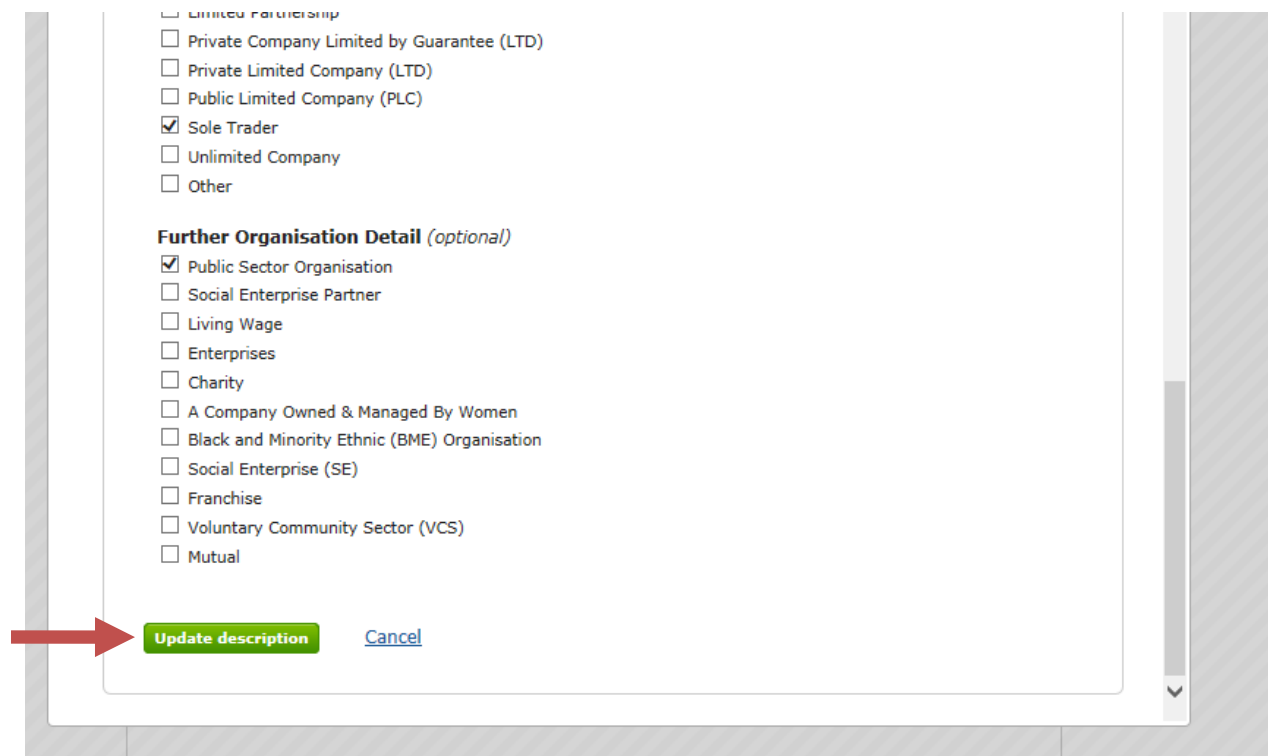
Step 1 - To edit your company description select 'Edit' as shown below



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



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



☐ 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)

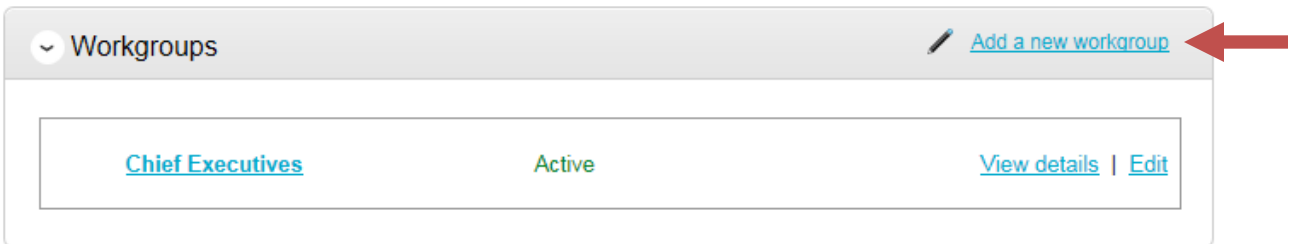
☐ Mutual

[Update description](#) [Cancel](#)

3. Workgroups

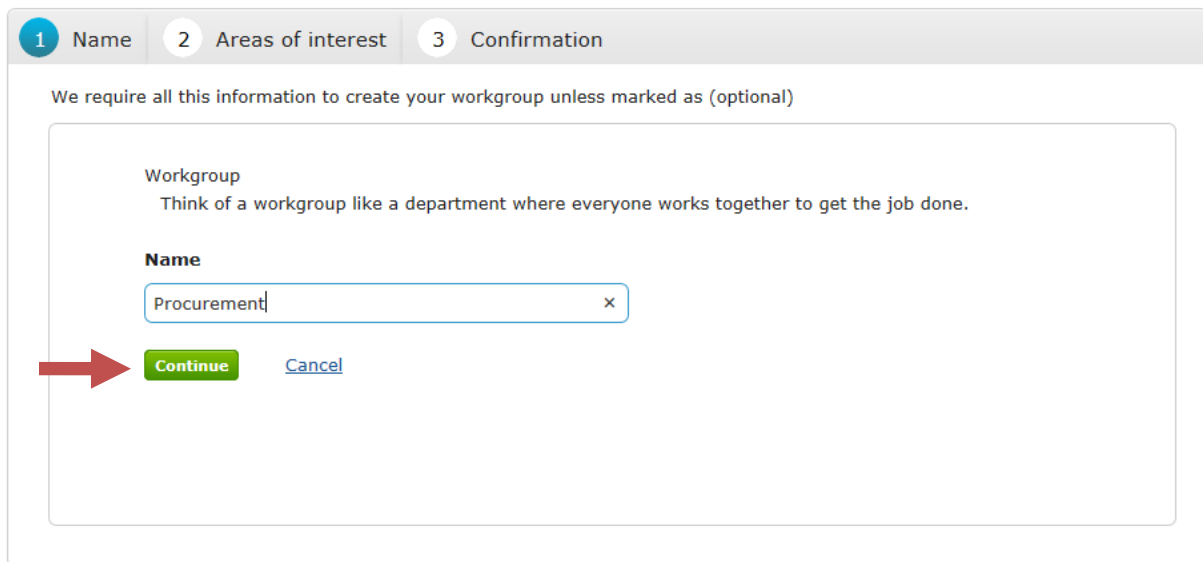
In this section you can add new Workgroups or edit current workgroups which are on your account. This is useful if more than one department wishes to be notified for different opportunities/tenders.

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 USNSPSC and NHS eClass are not used by the Authority.

Click on 'Select CPV Categories'

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

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...

Search

☒ 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



Select categories Remove all Cancel

Step 5 - Click on 'Select ProClass Categories'

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
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

☒ 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

 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

☒ 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

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

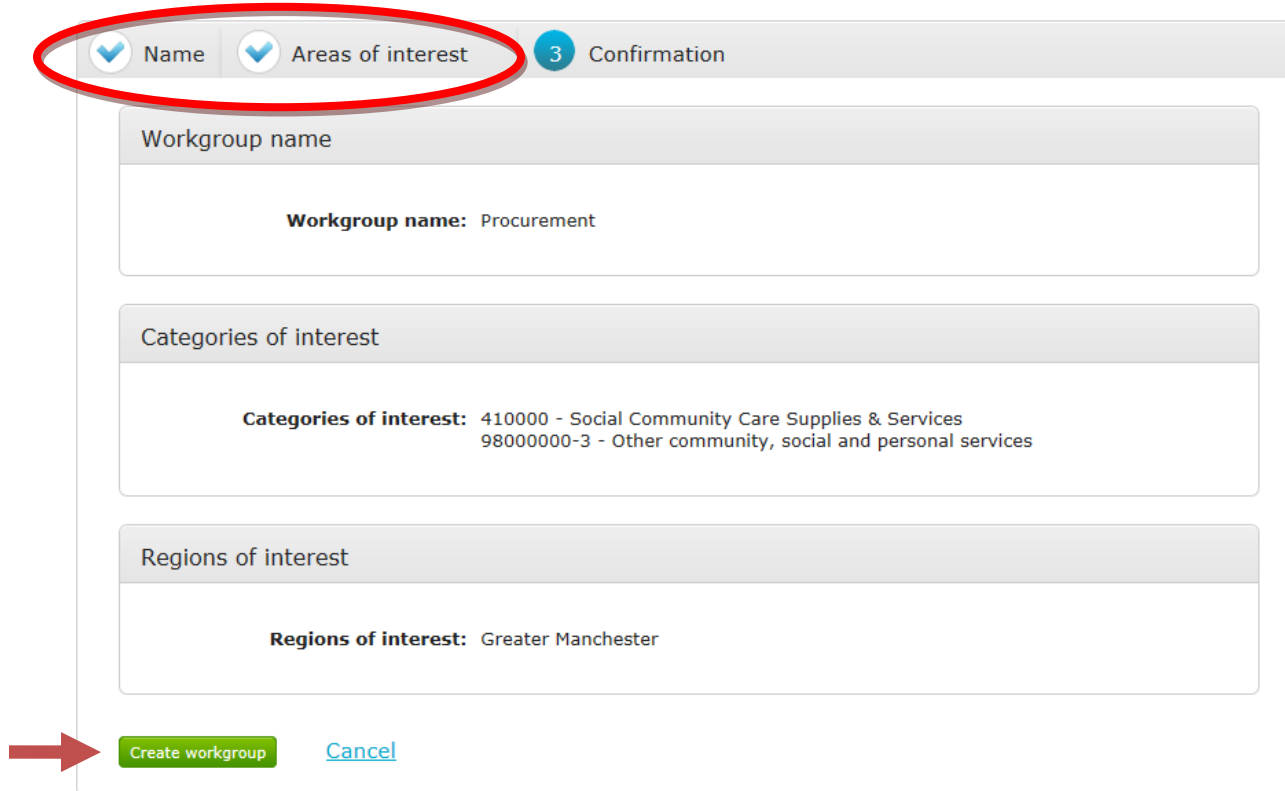
Greater Manchester
[Edit regions](#)

Continue

Cancel

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



☒ Name
 ☒ Areas of interest
 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](#)

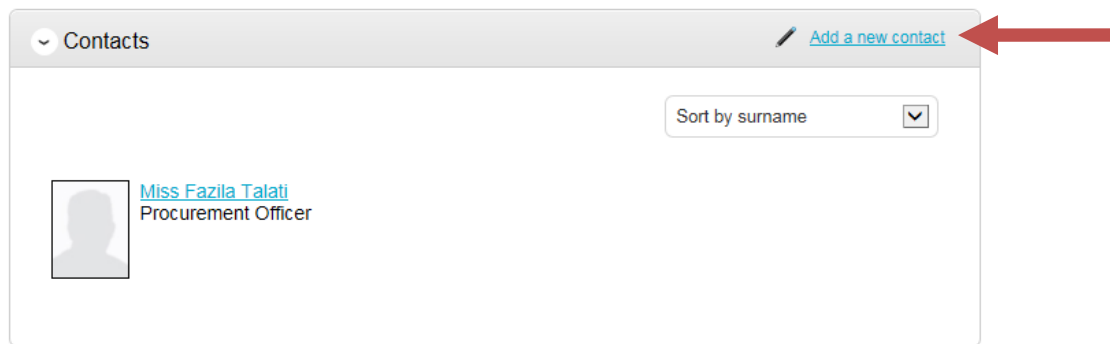
Step 11 – The new workgroup will now be included as part of your workgroups list.

<div> ⌵ Workgroups ✎ Add a new workgroup </div>		
Chief Executives	Active	View details Edit
Procurement	Active	View details Edit

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

Title

Mr

First name

Irfan

Last name

Oomer

Job title

Senior Procurement Off

Telephone

01204 333333

Fax (optional)

Mobile (optional)

Email address

corporate.procurement@bolton.gov.i

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

Confirm email address

corporate.procurement@bolton.gov.i

Username

Irfanoomer

✓ Available

Continue

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

✓

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

✓ Contact details

✓ 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



[Mr Irfan Oomer](#)
Senior Procurement Officer

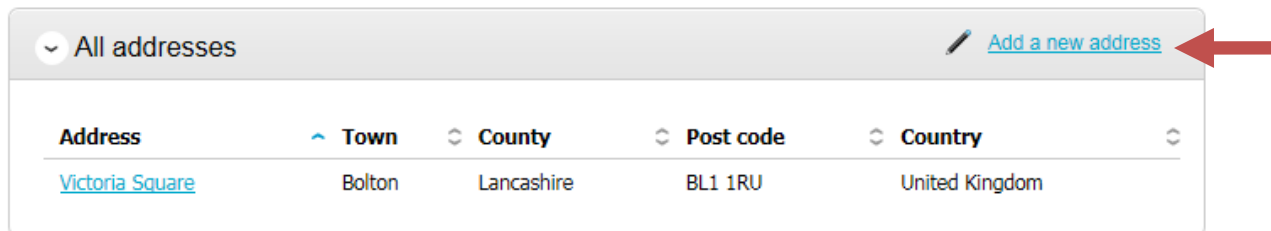


[Miss Fazila Talati](#)
Procurement Officer

5. All addresses

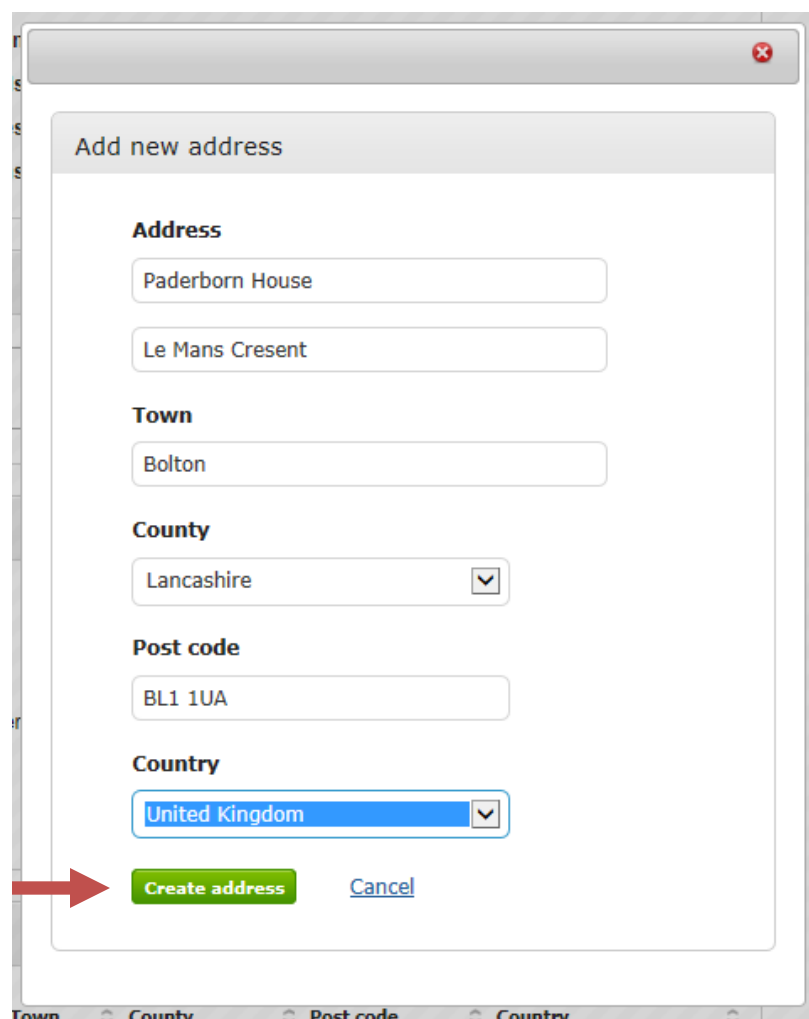
In this section you can add more than one company address; this will be useful if you have more than one address for your organisation.

Step 1 – Select ‘Add a new address’



Address	Town	County	Post code	Country
Victoria Square	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

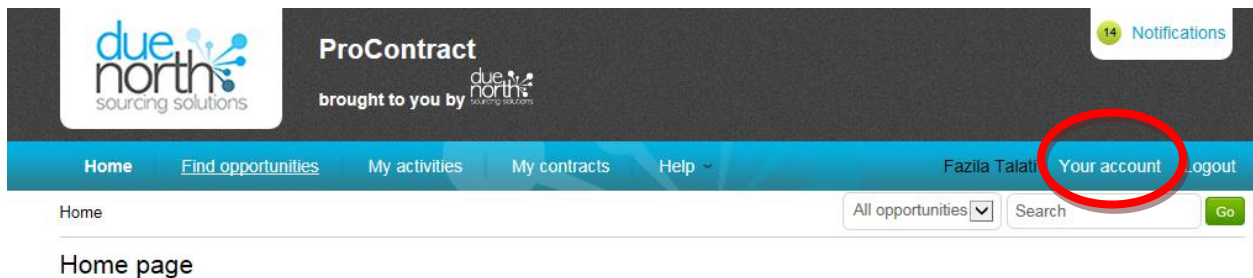
Country

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 Talati
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: Chief Executives

Access rights Edit
Rights: Company Administrator

Communication preferences Edit
Receive system email notifications: Yes

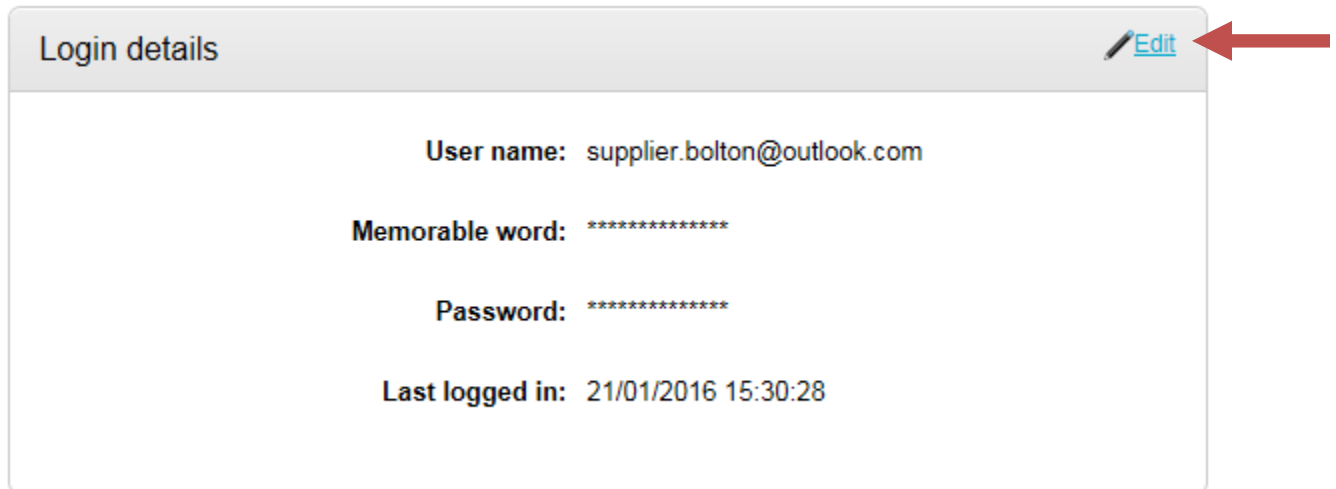
User Image Edit Remove


Audit history
View audit history

1. Log in details

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

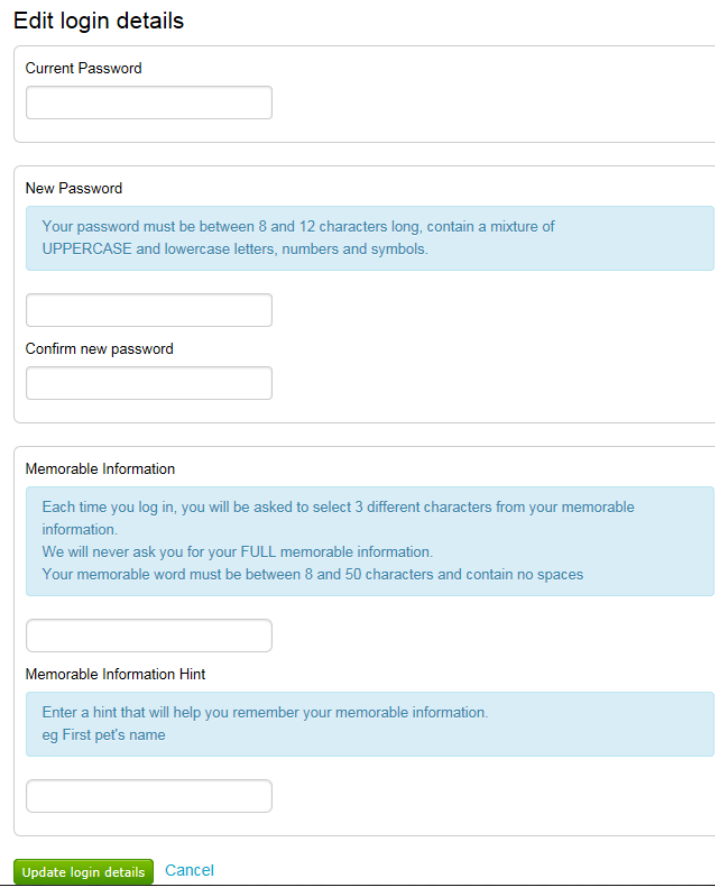
Step 1 - To do this, select 'Edit' as shown below.



The screenshot shows a 'Login details' box. At the top left is the title 'Login details'. At the top right is an 'Edit' button with a pencil icon, which is pointed to by a red arrow. Below the title bar, the following information is displayed:

- 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



The 'Edit login details' page contains three main sections:

- Current Password:** A single text input field.
- New Password:** A section with a blue instruction box stating: "Your password must be between 8 and 12 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols." Below this are two text input fields for the new password and its confirmation.
- Memorable Information:** A section with a blue instruction box stating: "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." Below this is a text input field for the memorable word.

At the bottom of the form is a 'Memorable Information Hint' section with a blue instruction box: "Enter a hint that will help you remember your memorable information. eg First pet's name". Below this is another text input field.

At the very bottom of the form are two buttons: 'Update login details' (in green) and 'Cancel' (in blue).

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

supplierstest

Memorable Information Hint

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

supplierstest



Update login details

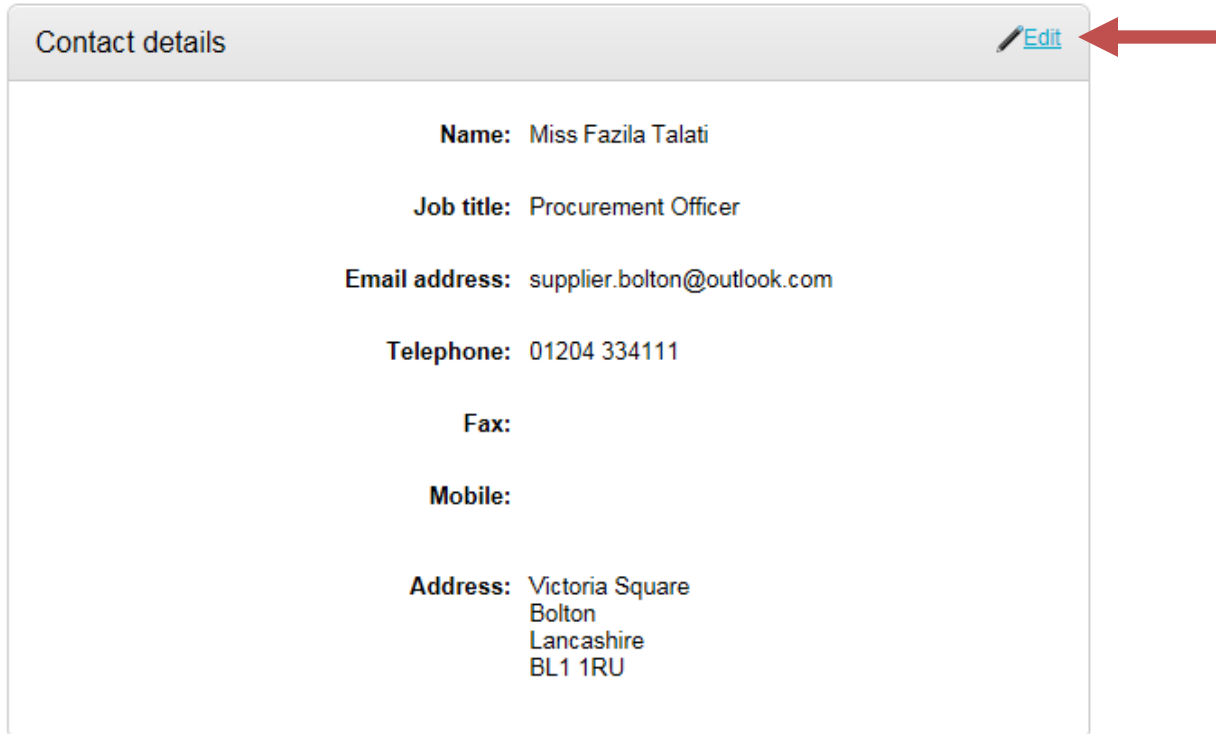
Cancel

Version 3.4

2. Contact Details

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

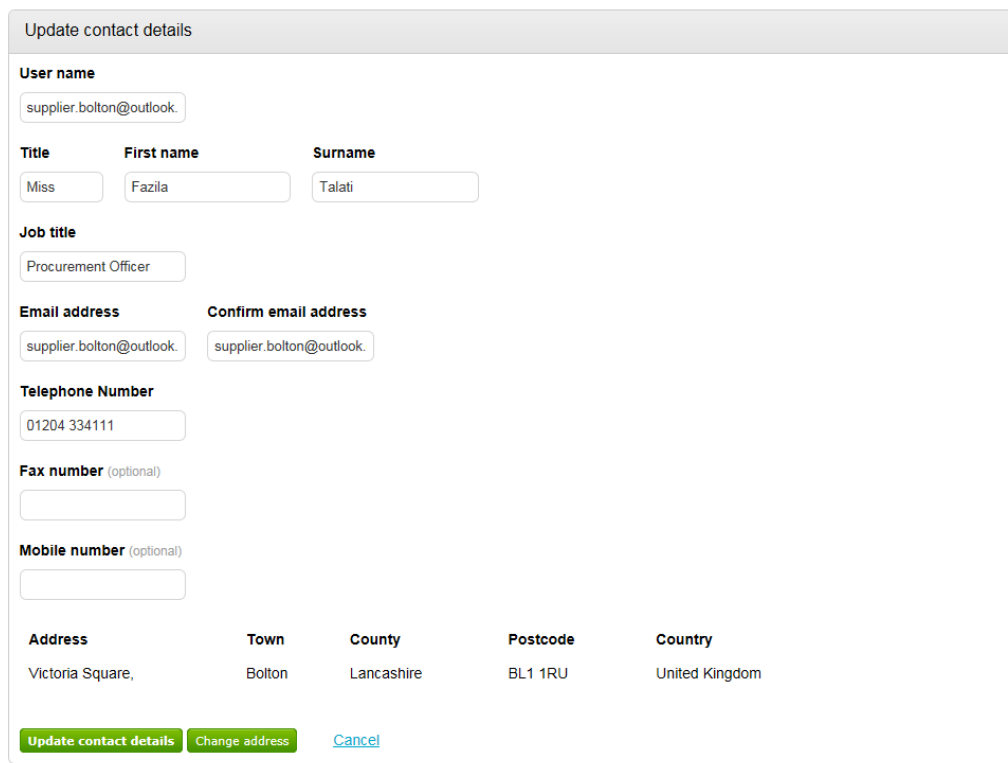
Step 1 - To do this, select 'Edit' as shown below.



The screenshot shows a 'Contact details' form. At the top right, there is an 'Edit' button with a pencil icon, which is highlighted by a red arrow. The form contains the following information:

- 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



The screenshot shows the 'Update contact details' form. It contains the following fields and options:

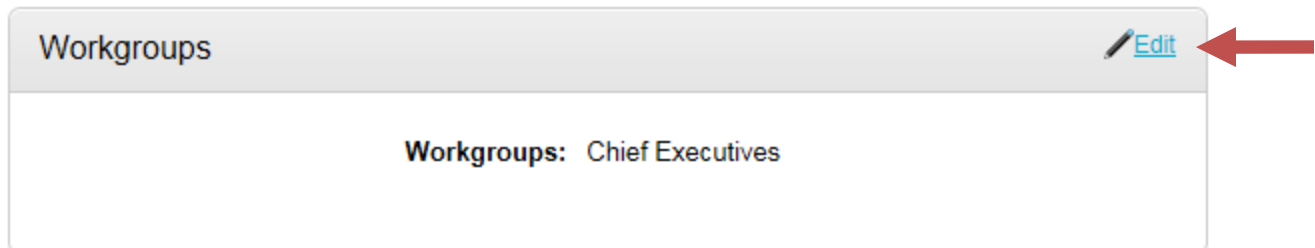
- User name:** supplier.bolton@outlook.
- Title:** Miss
- First name:** Fazila
- Surname:** Talati
- Job title:** Procurement Officer
- Email address:** supplier.bolton@outlook.
- Confirm email address:** supplier.bolton@outlook.
- Telephone Number:** 01204 334111
- Fax number (optional):**
- Mobile number (optional):**
- Address:** Victoria Square,
- Town:** Bolton
- County:** Lancashire
- Postcode:** BL1 1RU
- Country:** United Kingdom

At the bottom, there are three buttons: 'Update contact details' (green), 'Change address' (green), and 'Cancel' (blue).

Workgroup

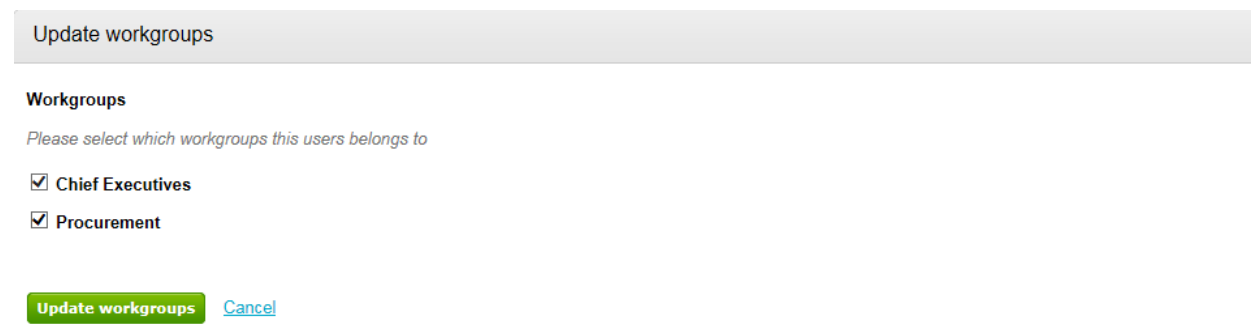
In this section you will be able to change your 'Workgroups'.

Step 1 - Click on 'Edit'.



The screenshot shows a header bar with the text "Workgroups" on the left and an "Edit" button with a pencil icon on the right. A red arrow points to the "Edit" button. Below the header bar, the text "Workgroups: Chief Executives" is displayed.

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

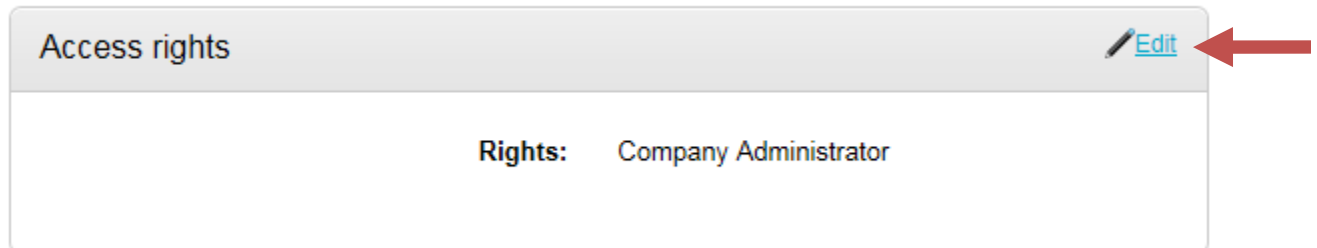


The screenshot shows a dialog box titled "Update workgroups". Inside, there is a section labeled "Workgroups" with the instruction "Please select which workgroups this users belongs to". Below this, there are two checkboxes: "Chief Executives" and "Procurement", both of which are checked. At the bottom of the dialog box, there is a green "Update workgroups" button and a blue "Cancel" link. A red arrow points to the "Update workgroups" button.

3. Access rights

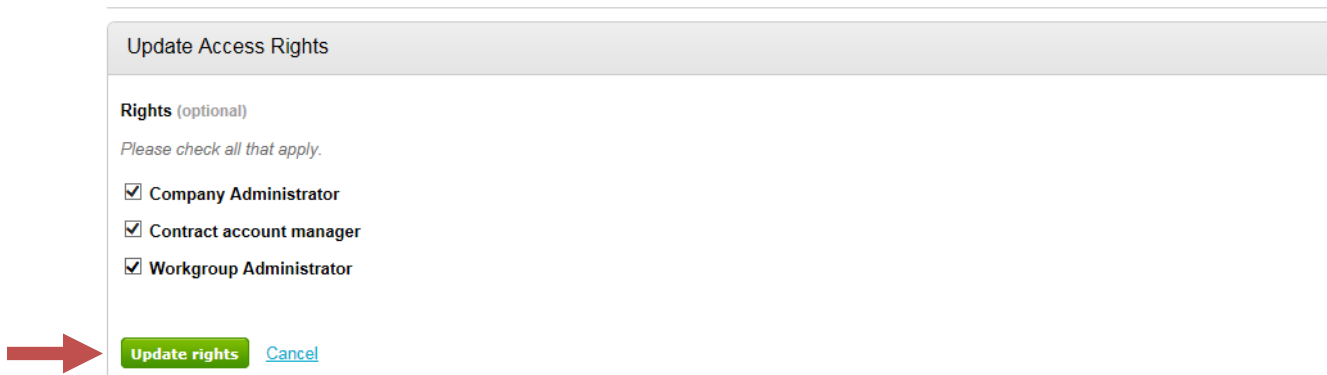
In this section you will be able to choose Access Rights for the user.

Step 1 - Click on 'Edit'



The screenshot shows a panel titled "Access rights". In the top right corner of the panel, there is a blue "Edit" button with a pencil icon. A red arrow points to this button. Below the title bar, the text "Rights: Company Administrator" is displayed.

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.

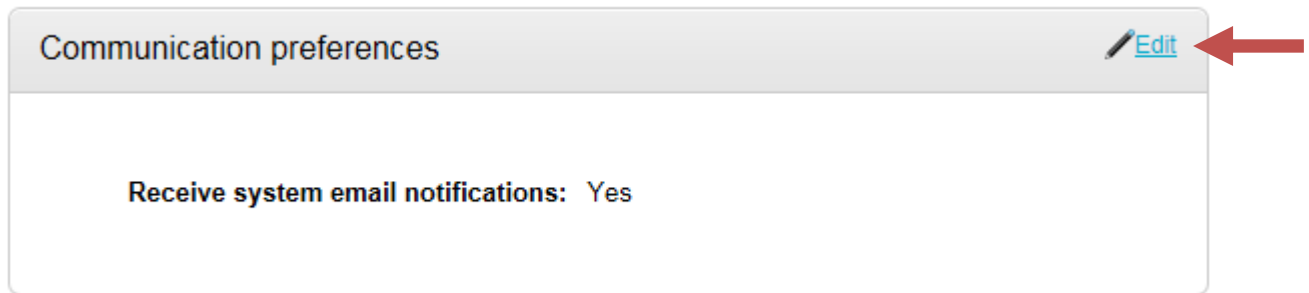


The screenshot shows a dialog box titled "Update Access Rights". Inside, under the heading "Rights (optional)", there is a note "Please check all that apply." followed by three checked checkboxes: "Company Administrator", "Contract account manager", and "Workgroup Administrator". At the bottom left, there is a green "Update rights" button, which is highlighted by a red arrow. To its right is a blue "Cancel" link.

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

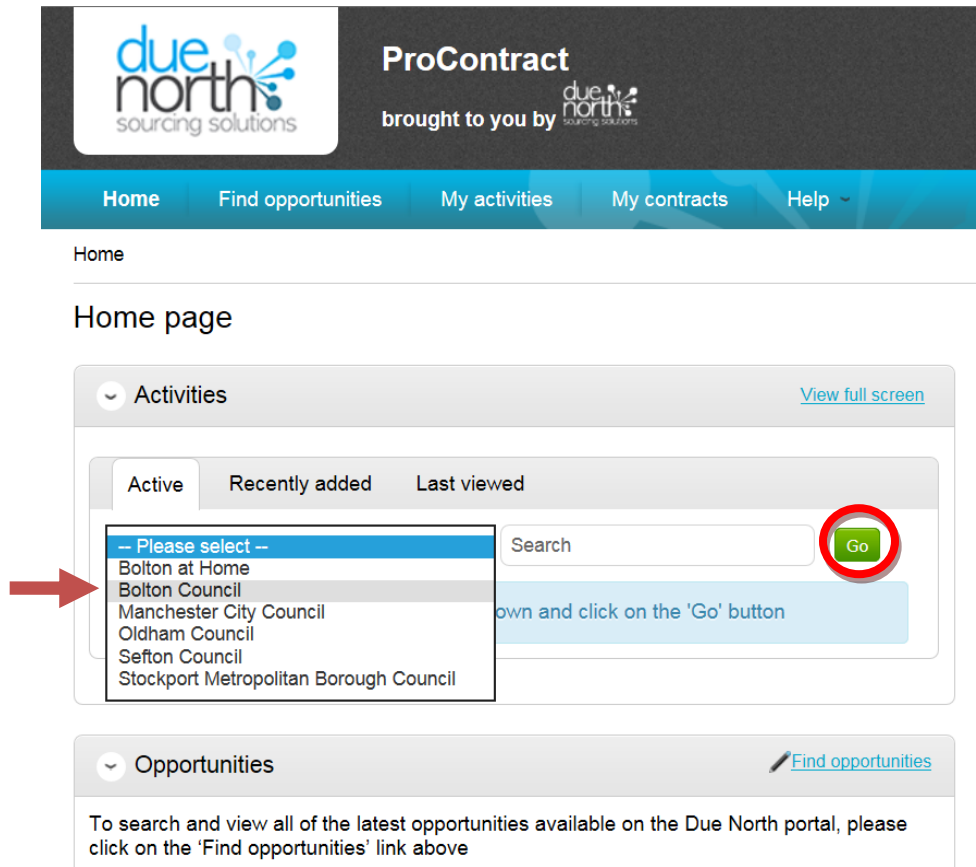


Step 2 – Select which preference (Yes or No) you wish to choose and then select 'Update'.



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: Home, Find opportunities, My activities, My contracts, and Help. The main content area shows the 'Home page' and the '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 under the 'Active' tab, showing a list of councils: 'Bolton at Home', 'Bolton Council', 'Manchester City Council', 'Oldham Council', 'Sefton Council', and 'Stockport Metropolitan Borough Council'. A red arrow points to 'Bolton Council'. To the right of the dropdown is a search bar with a 'Go' button, which is circled in red. Below the search bar is a blue button labeled 'Go'.

Home

Home page

Activities [View full screen](#)

Active Recently added Last viewed

-- Please select --
Bolton at Home
Bolton Council
Manchester City Council
Oldham Council
Sefton Council
Stockport Metropolitan Borough Council

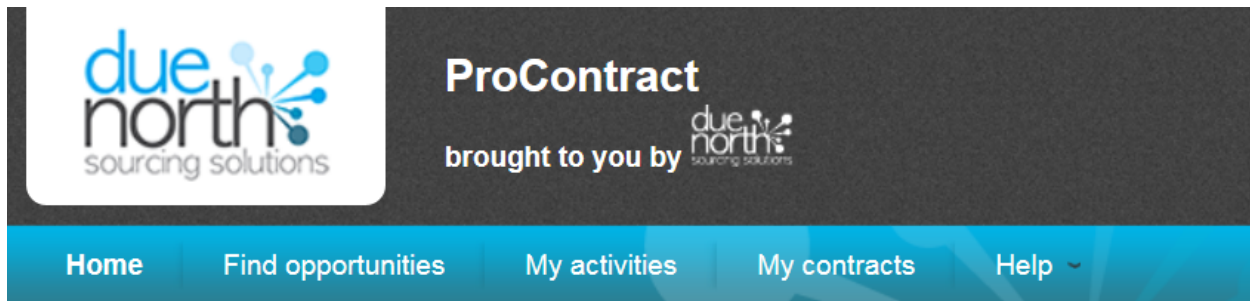
Search [Go](#)

down 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

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	Provision of Cleaning Services at Westhoughton High School	Westhoughton High School - Provision of Cleaning Services	14/02/2012
Bolton Council	TC076 Home to School & College Transport	Test	10/06/2015
Bolton Council	TC 016 Private Hire and Hackney Taxi Testing	Private Hire and Hackney Taxi Testing	26/10/2012
Bolton Council	CPS Trial	CPS Test ITT	21/11/2013
Bolton Council	CPS Trial - Framework A - Job at Joe Bloggs School	School Works at Joe Bloggs School - CPS Trial	23/08/2013
Bolton	58 Mutham Road	58 Mutham 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		
TC076 Home to School & College Transport	Expression of interest accepted	View details Open
TC076 - Home to School and College Transport	Submitted	View details Open
Test	Submitted	View details Open
Test	Draft (Respond by: 10/06/2015)	Hide details Open
Activity type: ITT Reference: 64939 Respond by: 10 June 2015 at 16:00 Response status: 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

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

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

▼ Terms & conditions

[Bolton Council Terms and Conditions](#)

Time remaining

Completed

Submitted

Messaging

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

▼ My responses

Version 1	Submitted	11/06/2012 10:21:27
---------------------------	-----------	---------------------

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](#) / [15070 Home to School & College Transport](#) / 15070 - Home to School and College Transport

[<Back to summary](#)

My response 777341 **Submitted**


Additional information

Supplier reference:
TestBolton

Response information:
N/A

Additional comments:
N/A

Terms & conditions

 [Bolton Council Terms and Conditions](#) ✓ Accepted

Attachments

Appendix 1 - VehicleTemplate.xls	29 KB
Appendix 2 - Operational Route Mileage Charge.xls	33 KB
Pricing Schedule example sheet.doc	75 KB
Quality Quest Open above EU threshold Open Procedure.doc	893 KB

Time remaining

Respond by: 11 June 2012 16:00:00

Completed

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