Due North has migrated The Chest on to a new system as of the 23rd of November.

When you use the new version for the first time, you will be required to set a new password and create a memorable word, by following the instructions below.

Setting a new password

1. Access the new portal via <u>https://procontract.due-north.com</u> (please note, old bookmarks will redirect however we recommend new one's are created)

2. As part of the upgrade process, you will be required to set a new password.

3. Click the "Forgotten your Username or Password?" link.

4. Enter your Username and email address and then click "**Reset Password**". You may also use the link provided below.

Note: Please note your Username is not your email address

https://procontract.due-north.com/Login/ForgottenCredentials

Note: If you have forgotten your username, please click the "Forgotten your username" link.

If you have forgotten your username, please click the "link. 1. You will then receive an email to confirm your reset password request.

2. Please click on the link contained within the email

3. Enter your new password and click Reset Password – your new password requires at least one upper and lower case letter and one special character, e.g. #*£\$

Note: Should you not receive the email, please check your spam and junk folders.

First Time login

1. For additional security, you will be required to set and remember a memorable word.

2. When you first login to the system please enter a memorable word and a hint to assist you in remembering this word



ProContract brought to you by

	Log In	Welcome to ProContract
	User Name	Already registered?
	Supplier_nw_250	Simply enter your chosen username
(Password	Migrated from ProContract Version
		If you are currently registered with a portal has migrated to Version 3 you
	Forgotten your username or password?	and account validation you will be n outlined in the following link - First t
	Continue	
		Still need heln?

ne and password and click 'Continue'

ion 2?

a ProContract Version 2 procurement portal and the procurement our details have been automatically transferred, however for security required to reset your password by following the instructions time login following migration

Still need help?

Please visit the help center where you can access an extensive help library, FAQ's, videos and guides

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Enter your username and password into the two boxes on the screen.

(If you have just registered – or logging onto the new version of the site (after 23/11/2015) – you will be asked to update your details, including adding a memorable word – which will be part of the logging in process)



ProContract

Memorable Information

Please enter characters 1, 2 and 5 from your memorable information then click on the Log in button.

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

This login step improves security.



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Add the characters from your memorable word, then click "LOG IN"



This is your dashboard or home screen.

You can see any opportunities that you have expressed an interest in the "Activities" section.

The "Opportunities" section shows opportunities you may be interested in, based in the categories and regions you have chosen in your profile.

To search – click on "Find Opportunities"

e Find Opportunities			All data	•	
ortunities					
ow your results	Opportunities				
Portals All	1 2 3 4 5 13 Next>	Buver	Expression Start	Expression End	Estimated Value
exercises	1112-073 - Mental Health Employment Service	Islington	03/12/2011	31/07/2017	N/A
There are 0 categories selected	13.11.2015 - NEPO Test Framework	NEPO	13/11/2015	20/11/2015	N/A
Add new category	271_16 Self Drive Vehicle Hire	ESPO	22/05/2015	31/01/2016	N/A
Regions	3167_16 Help to Live at Home Service	ESPO	30/04/2015	31/12/2015	N/A
There are 0 regions selected	6 Day Nurseries	Wirral Borough Council	25/04/2013	01/09/2016	N/A
Add new region	a	Halton Borough Council	22/07/2015	06/12/2015	N/A
Keywords	ABANDONED CP1016-14 Bovey Tracey to Newton Abbot Path - Stover Canal	Devon County Council	21/05/2014	30/09/2019	N/A
	Advert Test	Derbyshire County Council	03/11/2015	03/12/2015	N/A
Expression date	Amey Demo DPS test	Buckinghamshire County Council	23/10/2015	23/10/2017	N/A
Start date End date	End date Annual Maintenance & Servicing of Communal Boller Plant including Responsive Repair Call Out Service within the Bolton Area		20/01/2015	28/03/2016	N/A
Published date	-				
Start date End date					
Denot Line					
	late				

You can access all opportunites across the different portals hosted by Due North.

For St.Helens – the portal we use is The Chest.

Click the drop down for portals to select the one you are intersted in.



To access the opportunities for St.Helens (and other authorities in the North West region) – choose "The Chest" from the drop down, then click "update" to refresh the opportunities list on the right side.

	Home Find opportunities My activities My contracts	Help - supplier_nw_250 User Your acc	count Logout		
ome + Find Opportunities			All d	ata 💌	
portunities - Search results					
arrow your results	Opportunities				
Portals The Chest	1 2 3 4 < Prev				
~ Categories		Buyer	Expression Start	Expression End	Estimated Value
There are 0 categories selected	TEST TENDER PROCESS	St.Helens Council	17/11/2015	24/11/2015	N/A
Add new category	trube rws test dos 3	Tameside Metropolitan Borough Council	09/11/2015	22/11/2017	N/A £500.000.00
- Regions	UPVC WINDOW TENDER 2015	Bolton at Home	13/10/2014	20/12/2015	N/A
There are 0 regions selected	Working Well Expansion Programme	Trafford Council	28/07/2015	07/12/2015	N/A
 Keywords 	1 2 3 4 < Prev				
Start date End date					
- Published date					
Start date End date					
Reset Update					

Opportunites are listed alphabetically. You may need to scroll through in order to find the opportunity you are interested in.

Once you have found it – click on the name.



This screen details the opportunity.

The expression of interset window will state when it is "open" – you will need to 'register interest in this opportunity' to access the tender documents.

Click on the large green button at the top right to do this.

Home Find o	pportunities My activities My contracts Help	supplier_nw_250 User Your account Logout
Home > Find apportun	ities > TEST TENDER PROCESS	
TEST TENDER	RPROCESS	Return to find opportunities
Main contract det	ails	Expression of interest registered
Opportunity Id Title Categories	DN5997438 TEST TENDER PROCESS 280000 - Legal Services 300000 - Mail Services	Date 17/11/2015 09:54:12 Workgroup supplier_nw_250 workgroup
Description	340000 - Stationery TEST TENDER PROCESS	Expression of interest window
	No tender documents will be sent to you – you need to download the documents from the Chest website.	From 17/11/2015 09:25 to 24/11/2015 09:25 Register interest in this opportunit/
	If you have any questions regarding this opportunity – please post them on the "discussions" facility on the Chest. Messages sent outside of the Chest will not be respondeT BE SENT THROUGH	Contact details
	THE CHEST. Submissions sent via any other method will not be accepted. Please ensure that you leave enough time to upload your documents before the closing date/time, as late submissions may not be accepted.	Buyer St.Helens Council Contact Rachel/McGreal Email rachelmcgreal@sthelens.gov.uk Telephone 00 - Questions via portal please Fax 00 - Questions via portal please Address St. Helens Town Hall St. Helens Merseyside
	The deadline for submissions is: 26th November 2015 at 5pm More	WA10 1HP United Kingdom
Region(s) of supply Estimated value	NORTH WEST (ENGLAND) N/A	Attachments
Keywords	Pens, Paper	No attachments
Key dates		
Estimated contract of Start date	lates 20/12/2015 End date 20/12/2017	

Once you have expressed an interest – the screen will refresh to show the date and time this was done.

Click on 'Home' to return to your dashboard.

On your dashboard – you will now see the opportunity you have expressed an interest in within the "activities" section. The blue star indicates it is a new activity.

To access the tender documents – click on the name of the opportunity.

To access the documents – click on "start"

This screen is the 'dashboard' for the tender.

Any tender documents will be listed under the 'attachments' section. Click on the name of each document to save to your computer, or open and view.

The screen also shows the time left until the deadline, if there are any messages to read, and sections that allow you to manage your submission.

Submitting a response:

From your dashboard - click on the green button to 'Start my response'

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Read the details on the first page - then click 'continue'

Contract Sourceng Sourceng Sourceng Sourceng	3 Notifications
Home Find opportunities My activities My contracts Help - supplier_nw_25	0 User Your account Logout
Home My activities TEST TENDER PROCESS TEST TENDER PROCESS Create ITT response	
Create ITT response	
Details 2 Additional information 3 Attachments 4 Terms & conditions	
Supplier reference (optional) I Response information (optional)	
Additional comments (optional) 📦	
Continue Rosel Cancel Back	
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In step 2, you can add a reference and any other notes. These fields are optional. Click 'continue'

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The next step is to add your tender submission. Click the 'add attachment' button.

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In the pop up box, use the '+' button to add your files, then, when they are all listed, click the 'up arrow' button to upload your submission.

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When you have added your attachments - click 'continue'

If you wish to remove any document – click the red cross at the side of the file to remove it from your response.

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You will need to accept or decline the terms and conditions attached to this opportunity. You can click on the name of the document to open and read. If you decline, you will be asked to give a reason why.

Click 'Finish' to continue to the next page.

This page is a summary of your submission – you need to click 'submit response' to submit your tender bid.

YOUR SUBMISSION IS NOT COMPLETE UNTIL YOU CLICK 'SUBMIT RESPONSE' – If you do not click submit – your submission will not be received.

Confirm that you wish to submit your response.

The dashboard will confirm that your response is submitted – and how many days are remaining until the deadline.

You are able to edit your response up until the deadline.