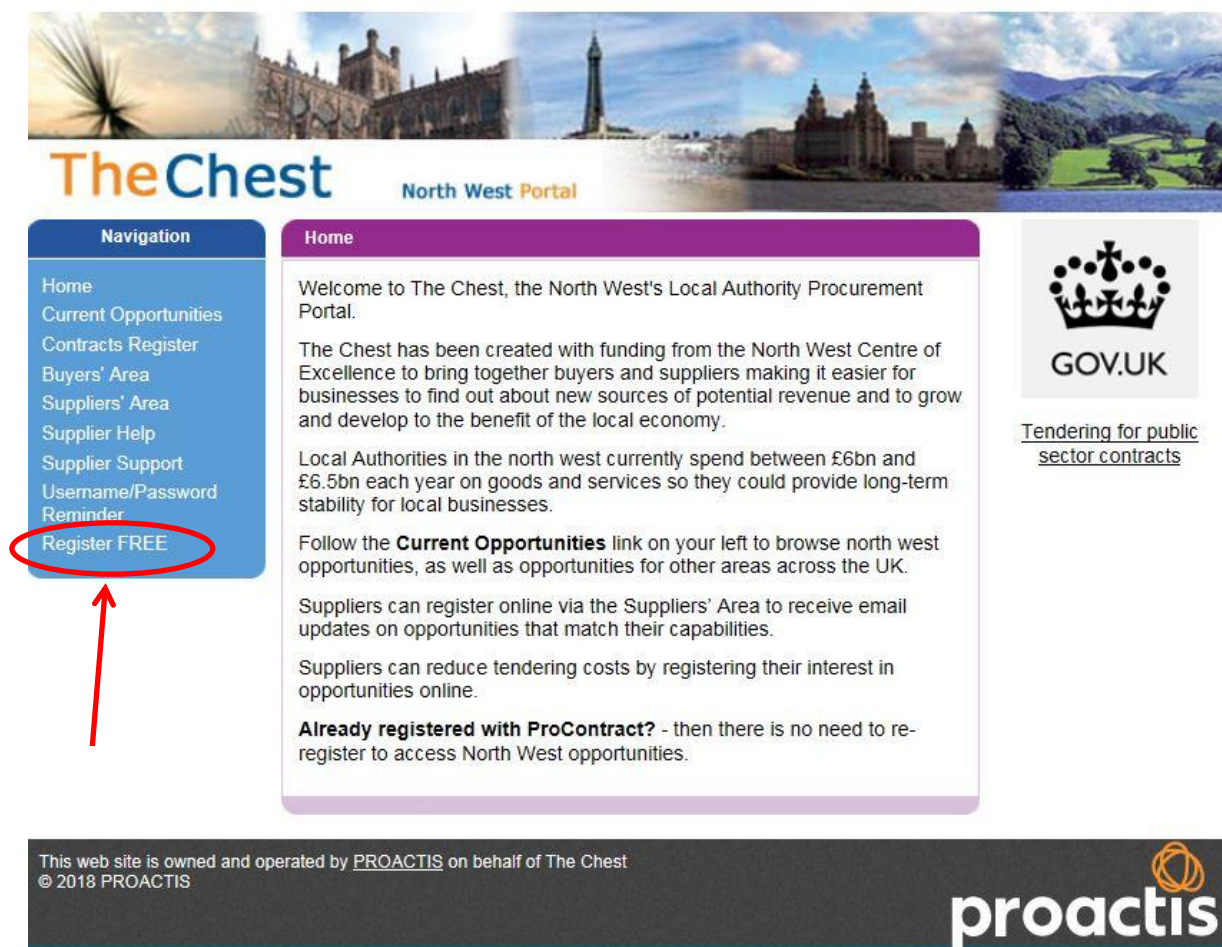


# Supplier Guidance – The Chest

Fig 1.



- Visit <https://www.the-chest.org.uk/>
- Click on **<Register FREE>**

# Supplier Guidance – The Chest

Fig 2.

**Register free with ProContract**

Begin your ProContract supplier account registration by filling in a few details below.

**Organisation name** ⓘ

TR Procurement Ltd ✓

**Email address** ⓘ

TRProcurement@gmail.com ✓

By clicking 'Continue registration', you agree to the [Terms and Conditions](#) & [Privacy policy](#).

**Continue registration** ←

Already registered? [Log in here](#)

- Enter your Organisation Name and Email address
- Click on **<Continue Registration>**

# Supplier Guidance – The Chest

Fig 3.

## Supplier registration

Sign in details

Your email address will be used as your account username and to send you important account and opportunity information. You can refine your opportunity areas and communication preferences without your account management dashboard.

Email address [Change](#)

TRProcurement@gmail.com ✓

Repeat email address

TRProcurement@gmail.com ✓

Your email address will become your username

Password

\*\*\*\*\* ✓

Repeat password

\*\*\*\*\* ✓

Your password must be at least 8 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols. e.g. PassWord\$123

Organisation details

Please provide your organisation details below.

Organisation name [Change](#)

TR Procurement Ltd ✓

Address

Westfields ✓

Town

Sandbach ✓

County

Cheshire ✓

Postal code / zip

CW11 1HZ ✓

Country

United Kingdom ✓

Website (optional)

e.g. http://www.example.com ✓

Registration number (optional)

e.g. 03162974 ✓ ☒ Not applicable

VAT number (optional)

e.g. GB999 9999 73 ✓ ☒ Not applicable

Primary contact details

Please provide your contact details below.

Title

MR ✓

First name

TR ✓

Last name

Procurement ✓

Job title

Procurement ✓

Department

Procurement ✓

Telephone

01270666900 ✓

Mobile (optional)

✓

Fax (optional)

✓

Communication preferences

[Privacy Policy](#)

To receive the full benefits of your ProContract registration, buying organisations may notify you by email when opportunities are published that you may be interested in. Your interest will be based upon your chosen categories of interest and selected region(s) of supply which you will be asked to confirm when you log in for the first time. These may include, but is not restricted to, new opportunity adverts, invitations to tender and clarifications.

Do you want to receive email notifications?

☒ Yes ☐ No, I acknowledge I may miss out on important notifications

Continue registration

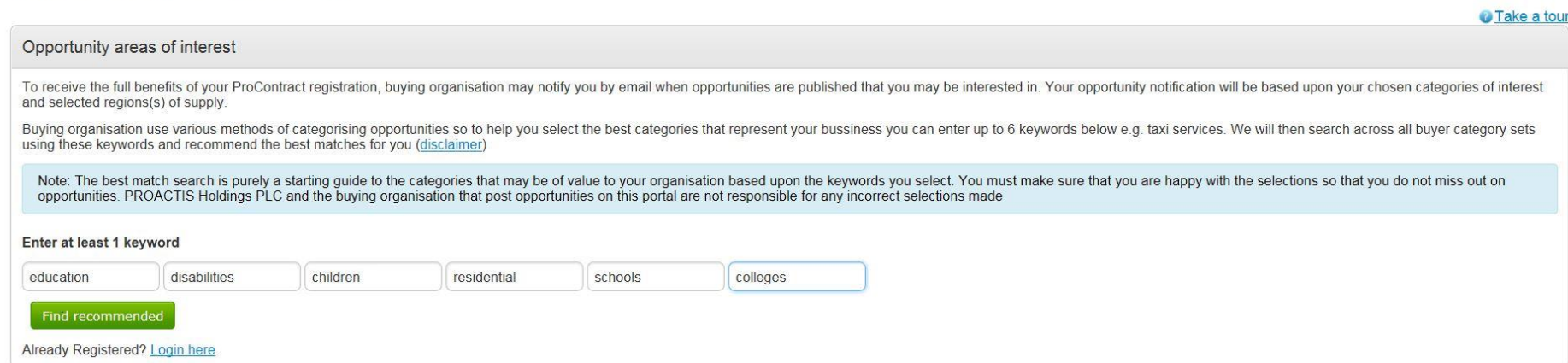
Already registered? [Log in here](#)

# Supplier Guidance – The Chest

- Enter your organisation and Primary contact details into all required fields into Fig 3. above
- Once complete, select **<Continue registration>**
- It is very important under **Communication preferences** that you answer **YES** to “Do you want to receive email notifications”? If you select No, you will not receive alerts when new matching opportunities are published on The Chest.

**Fig 4.**

## Supplier registration - Areas of interest



The screenshot shows a web form titled 'Opportunity areas of interest'. At the top right is a 'Take a tour' link. The form contains explanatory text about email notifications and keyword selection, followed by a note. Below this is a section 'Enter at least 1 keyword' with six input fields: 'education', 'disabilities', 'children', 'residential', 'schools', and 'colleges'. The 'colleges' field is highlighted with a blue border. A green 'Find recommended' button is below the fields. At the bottom, it says 'Already Registered? Login here'.

Opportunity areas of interest [Take a tour](#)

To receive the full benefits of your ProContract registration, buying organisation may notify you by email when opportunities are published that you may be interested in. Your opportunity notification will be based upon your chosen categories of interest and selected regions(s) of supply.

Buying organisation use various methods of categorising opportunities so to help you select the best categories that represent your bussiness you can enter up to 6 keywords below e.g. taxi services. We will then search across all buyer category sets using these keywords and recommend the best matches for you ([disclaimer](#))

Note: The best match search is purely a starting guide to the categories that may be of value to your organisation based upon the keywords you select. You must make sure that you are happy with the selections so that you do not miss out on opportunities. PROACTIS Holdings PLC and the buying organisation that post opportunities on this portal are not responsible for any incorrect selections made

Enter at least 1 keyword

education disabilities children residential schools colleges

[Find recommended](#)

Already Registered? [Login here](#)

- Enter keywords of areas that are of interest to your organisation
- Click on **<Find Recommended>**

# Supplier Guidance – The Chest

- You will then be presented with categories that meet your keywords. Scroll down to ProClass and ensure that you have **321100 – Social Community Care Supplies & Services – Children** selected. This will ensure that you do not miss this opportunity. You can select **<Click to refine>** and select any other ProClass categories that you are interested in and deselect those that are of no interest.

Fig 5.

CPV	<a href="#">Click to refine</a>	ProClass	<a href="#">Click to refine</a>
45215215-7 - Children's home construction work		141000 - Childrens & Adults	
45236210-5 - Flatwork for children's play area		321100 - Social Community Care Supplies & Services - Children	
55243000-5 - Children's holiday-camp services		321200 - Disabled Children	
85311300-5 - Welfare services for children and young people		401003 - Childrens Centres	
85312120-6 - Daycare services for handicapped children and young people		401603 - Transition Between Children & Adults	
92331210-5 - Children animation services		170000 - Education	
37524100-8 - Educational games		171010 - Adult & Further Education Services	
39162000-5 - Educational equipment		171020 - Statutory Education Services	
45214000-0 - Construction work for buildings relating to education and research		171040 - Educational Placements	
45214500-5 - Construction work for buildings of further education		171112 - Educational Furniture	
48190000-6 - Educational software package		401002 - Alternative Education	
72212190-7 - Educational software development services		401306 - Special Educational Needs Placements	
75121000-0 - Administrative educational services			
80000000-4 - Education and training services			
80100000-5 - Primary education services			
80110000-8 - Pre-school education services			
80200000-6 - Secondary education services			
80210000-9 - Technical and vocational secondary education services			
80211000-6 - Technical secondary education services			
80212000-3 - Vocational secondary education services			
80300000-7 - Higher education services			
80310000-0 - Youth education services			
80320000-3 - Medical education services			
80330000-6 - Safety education services			
80340000-9 - Special education services			

# Supplier Guidance – The Chest

- Scroll up and down to select /deselect further ProClass categories or click on the red cross to delete certain categories.

Fig 6.

Search categories

Enter the search criteria... Search ☒ Exact match ☐ Fuzzy search

Categories list

- ☐ 31000 - Healthcare
- ☐ 321000 - Social Community Care Supplies & Services - Adult
- ☒ 321100 - Social Community Care Supplies & Services - Children
- ☒ 321200 - Disabled Children
- ☒ 401001 - Community Based Services
- ☒ 401201 - Early Intervention Health Services
- ☒ 401301 - Residential Services
- ☒ 401401 - Specialist Needs
- ☒ 401501 - Support Services & Advocacy Services
- ☒ 401601 - Youth Services

Selected categories

- 111220 - School Meals Service
- 141000 - Childrens & Adults
- 170000 - Education
- 171112 - Educational Furniture
- 321100 - Social Community Care Supplies & Services - Children
- 361600 - Home to School

Select categories Remove all Cancel

- Click on **<Select Categories>** to continue

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# Supplier Guidance – The Chest

**Fig 7.**

<b>Spirit Pub Categories</b> <a href="#">Click to refine</a>	<b>Proc HE</b> <a href="#">Click to refine</a>
	XJ - Other Educational Establishments FF - Furniture - Residential

**Region(s) of Supply**

You can further refine your areas of interest by selecting the regions that you can supply your goods and/or services to. Simply click edit and choose your preferred region(s). For example, if you can supply your goods and/or services through the UK then select 'UK'. If however you are more of a local provider then choose a regional diameter that you are comfortable with e.g. UK- North East England.

**Preferred region(s) of supply** [Click to refine](#)

UNITED KINGDOM

[Continue registration](#) Already Registered? [Login here](#)

- Once you have finished refining your categories, select **<Continue registration>**
- Registration will now be complete.