



How to Register on the Chest

The screenshot shows the 'The Chest North West Portal' website. The navigation menu on the left includes 'Home', 'Current Opportunities', 'Contracts Register', 'Buyers' Area', 'Suppliers' Area', 'Supplier Help', 'Supplier Support', 'Username/Password Reminder', and 'Register FREE'. A callout points to 'Register FREE' with the text: 'Click here to begin the registration process'. The main content area has a 'Home' header and a welcome message: 'Welcome to The Chest, the North West's Local Authority Procurement Portal. The Chest has been created with funding from the North West Centre of Excellence to bring together buyers and suppliers making it easier for businesses to find out about new sources of potential revenue and to grow and develop to the benefit of the local economy. Local Authorities in the north west currently spend between £6bn and £6.5bn each year on goods and services so they could provide long-term stability for local businesses. Follow the **Current Opportunities** link on your left to browse north west opportunities, as well as opportunities for other areas across the UK. Suppliers can register online via the Suppliers' Area to receive email updates on opportunities that match their capabilities. Suppliers can reduce tendering costs by registering their interest in opportunities online. **Already registered with ProContract?** - then there is no need to re-register to access North West opportunities.' A callout points to this text with the text: 'If you are already registered and have forgotten your username and password please contact the proactis helpdesk either by email at ProContractSuppliers@proactis.com or telephone 0330 005 0352 and they will be able to assist you.' The footer contains the text: 'This web site is owned and operated by PROACTIS on behalf of The Chest © 2018 PROACTIS' and the 'proactis' logo.

Click here to begin the registration process

If you are already registered and have forgotten your username and password please contact the proactis helpdesk either by email at ProContractSuppliers@proactis.com or telephone 0330 005 0352 and they will be able to assist you.





Register free with ProContract

[Minimum requirements](#)

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

Organisation name

Insert your
company
name here

Email address

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

[Continue registration](#)

Already registered? [Log in here](#)

Click here to
continue the
process

Why should I register with ProContract?

Registration is free and your company profile will be immediately available for opportunities managed by over 30,000 buyers from over 400 private, public sector and 3rd sector organisations.

What happens next?

Once we have verified your company name and email address you will be asked to complete a short registration process including basic company details and contact information. Upon submission, your registration application will be reviewed by the ProContract team and you will be sent an email address confirming next steps.

Do I receive opportunity alerts?

Following successful registration, as part of your company profile you can stipulate your preferred opportunity areas of interest along with geographical locations to which you can supply your goods & services. Overnight, your interests will be matched against the latest published opportunities and you will be notified by email. The email will contain links to review, and if you wish, express your interest in each of the opportunities.

Recently added opportunities

[Find opportunities](#)

[Useful links](#)

We recommend
you use a generic
email address so
that a number of
people can access
the notifications



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](#)

procurement.mailbox.WAF@cumbria.gov.uk ✓

Repeat email address

Your email address will become your username

Password [Change](#)

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](#)

WestmorlandandFurness Council ✓

Address

Town

County

-- Please select --

Postal code / zip

Country

-- Please select --

Website (optional)

e.g. http://www.example.com

Registration number (optional)

03182974

Not applicable

VAT number (optional)

GB999 9999 73

Not applicable

Primary contact details

Please provide your contact details below.

Title

First name

Last name

Job title

Department

Telephone

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](#)

The email you inserted previously will pull through to this box

Create a strong password using a mixture of numbers, letters and characters

Insert your full registered address

This is your companies House number if you are registered on Companies House

If you are VAT registered please insert your number here

Ensure your email address matches

This will pull through from the first page

These are the details of the Primary Contact

Click here to continue the process

Supplier registration - Areas of interest

[Take a tour](#)

Opportunity areas of interest

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 opportunity notification will be based upon your chosen categories of interest and selected regions(s) of supply.

Buying organisations use various methods of categorising opportunities so to help you select the best categories that represent your business 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

Already Registered? [Login here](#)

Add at least one Keyword.

Keyword ideas:

- Pharmacy
- Medical supplies
- Vaccine
- Stop smoking

Click here once keywords are added

Procurement [Clear All](#)

Your recommended/selected areas of interest categories

You will be informed of all new opportunities advertised under the listed categories below if your registration is accepted upon clicking 'Continue registration'. It is recommended that you check your categories carefully (see disclaimer above) so that you don't miss out on opportunities. You can refine selection by clicking on the 'Click to refine' links below.

Please Note: Make sure that you check for variations in vocabulary when refining your automatic selections. For example, 'Joinery' is not a keyword in the UNSPSC category set but 'Joiner' & 'Carpentry' are.

UNSPSC [Click to refine](#)

- 43231503 - Procurement software
- 71161308 - Well site logistics or procurement services
- 80101706 - Professional procurement services
- 80151604 - Import procurement services
- 86101704 - Procurement or supply chain training

NHS eClass Version 2014 [Click to refine](#)

- ZMB - Management Consultancy Competition Purchasing & Procurement
- ZMP - Contract Staffing Competition Purchasing & Procurement
- ZWB - Purchasing & Procurement Services NHS

CPV [Click to refine](#)

- 48490000-9 - Procurement software package
- 72212490-0 - Procurement software development services
- 79418000-7 - Procurement consultancy services

ProClass [Click to refine](#)

- 152000 - Procurement

This page will bring up all recommended / selected areas of interest categories that are linked to keywords you have used

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 throughout 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](#)

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Click here to
continue the
process

Region selection

Search regions

Enter the search criteria... Exact match Fuzzy search

Regions list

- UK - United Kingdom
- AL - Shqipëria
- AT - Österreich
- BE - Belgique/België
- BG - България
- CA - Canada
- CH - Schweiz/Suisse/Svizzera
- CY - Κύπρος
- CZ - Česko

Selected regions

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Untick this box

Then click on this box to open the sub menu

Region selection

Search regions

Enter the search criteria... Exact match Fuzzy search

Regions list

- UK - United Kingdom
 - UKC - North East (England)
 - UKD - North West (England)
 - UKE - Yorkshire and the Humber
 - UKF - East Midlands (England)
 - UKG - West Midlands (England)
 - UKH - East of England
 - UKI - London
 - UKJ - South East (England)

Selected regions

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Click here to open the next sub menu

Add a tick to the box for Cumbria

Regions list

- UK - United Kingdom
 - UKC - North East (England)
 - UKD - North West (England)
 - UKD1 - Cumbria
 - UKD3 - Greater Manchester
 - UKD4 - Lancashire
 - UKD6 - Cheshire
 - UKD7 - Merseyside
 - UKE - Yorkshire and the Humber

Selected regions

UKD1 - Cumbria

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Click here to continue the process

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 throughout 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](#)

Cumbria

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Click here to
continue the
process

Supplier registration

Next Steps

Application submitted for approval

You have successfully submitted your application to register as a ProContract supplier. Your application has been submitted for approval.

What happens next?

The ProContract team will now review your application. In most cases this review will take place within the hour and you will be notified by email if your application is successful.

NOTE: The email you receive contains a link that you **must** follow in order to confirm your email address. Until this action has been completed you will not be able to login and buyers will be unaware of your company profile.

If successful, you will receive confirmation of your username and a link to access your personal activity dashboard.

As you log in to ProContract for the first time you will be asked to complete your registration process.

Overnight, your interests will be matched against the latest published opportunities and you will be notified by email. The email will contain links to review, and if you wish, express your interest in each of the opportunities.

What if I don't receive confirmation?

If you don't receive an update regarding your application within 48 hours you should complete the following :-

- Check your junk and spam folders of the email account used to register.
- Register with the ProContract supplier support team [here](#) and raise a case describing the issue.

[Close](#)

You have now
successfully
completed the
registration process