

# THE CHEST

## Proactis Contact details

Suppliers are able to log issues via [ProcontractSuppliers@proactis.com](mailto:ProcontractSuppliers@proactis.com) or going directly to <http://proactis.kayako.com/default>

For time critical and time sensitive issues (normally requiring resolution within 60 minutes) then please call 0330 005 0352.

### 1. Log in 1<sup>st</sup> screen – migrated from V2 & Help centre

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**Log In**

**User Name**

**Password**

[Forgotten your username or password?](#)

**Continue**

**Welcome to ProContract**

**Already registered?**

Simply enter your chosen username and password and click 'Continue'

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**Migrated from ProContract Version 2?**

If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - [First time login following migration](#)

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**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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Secure Site

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### 2. Log in 2<sup>nd</sup> Screen – 12 character & number password



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**Memorable Information**  

Please enter characters 3 , 8 and 10 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.



Character 3

Character 8


Character 10


[Cancel](#)

[Get a hint regarding your memorable information?](#)

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**Screen 3 – HOME** – Access to all Opportunities, Activities, Contracts, Help, Account details,



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20 Notifications

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[Home](#)
[Find opportunities](#)
[My activities](#)
[My contracts](#)
[Help](#)

supplier\_nw\_37 User

[Your account](#)
[Logout](#)

---

Home

All opportunities

---

**Home page**

Activities
[View full screen](#)

Active Recently added Last viewed

-- Please select --

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\_nw\_37 company**  
 supplier\_nw\_37 Line 1, Line 2, Town,  
 Northumberland, NE23 1LZ  
**Description**  
 supplier\_nw\_37 company  
**Keywords**

[Vendor profile](#)

[Workgroups](#)

**Screen 4 – Company details** – edit info, description, address, keywords etc

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HomeFind opportunitiesMy activitiesMy contractsHelp
supplier\_nw\_37 UserYour accountLogout

Home > Company profile

Company profile

[< Back to home page](#)

Company information
Edit

**Company name:** supplier\_nw\_37 company

**Address:** supplier\_nw\_37 Line 1  
Line 2  
Town  
Northumberland  
NE23 1LZ  
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:** supplier\_nw\_37 company

**Company keywords:**

**Number of employees:** 5

**Classifications:** Charity, Other

**Screen 5 – Find Opportunities – Portal – The Chest, Area – North West, Keyword – Transport, Organisation – Cumbria County Council**

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20 Notifications

HomeFind opportunitiesMy activitiesMy contractsHelp
supplier\_nw\_37 UserYour accountLogout

Home > Find Opportunities

All data
Go

Opportunities

Narrow your results

Portals

All

Categories

There are 0 categories selected

Add new category

Regions

There are 0 regions selected

Add new region

Keywords

Expression date

Start dateEnd date

Published date

Start dateEnd date

ResetUpdate



Opportunities

1 2 3 4 5 ... 9 Next >

Title	Buyer	Expression Start	Expression End	Estimated Value
1112-073 - Mental Health Employment Service	Islington	03/12/2011	31/07/2017	N/A
271_16 Self Drive Vehicle Hire	ESPO	22/05/2015	31/01/2016	N/A
6 Day Nurseries	Wirral Borough Council	25/04/2013	01/09/2016	N/A
ABANDONED CP1016-14 Bovey Tracey to Newton Abbot Path - Stover Canal	Devon County Council	21/05/2014	30/09/2019	N/A
Amey Demo DPS test (Advertise opportunity on portal)	Buckinghamshire County Council	23/10/2015	23/10/2017	N/A
Annual Maintenance & Servicing of Communal Boiler Plant including Responsive Repair Call Out Service within the Bolton Area	Bolton at Home	20/01/2015	28/03/2016	N/A
Bridgefield, Stockport Construction	Stockport Metropolitan Borough Council	10/07/2014	30/09/2017	N/A
Children Services	Wirral Borough Council	25/03/2013	08/08/2023	N/A
Claire - DPS Testing (Advert )	Dorset County Council	21/10/2015	04/10/2020	£450,000.00
Claire - Test - DPS (Advert )	Dorset County Council	21/07/2015	21/11/2019	£1,000,000.00

1 2 3 4 5 ... 9 Next >

## Screen 6 – Register Interest

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[Home](#) [Find opportunities](#) [My activities](#) [My contracts](#) [Help](#) [supplier\\_nw\\_37 User](#) [Your account](#) [Logout](#)

[Home](#) > [Find opportunities](#) > Transport Suppliers DEMONSTRATION

### Transport Suppliers DEMONSTRATION

[Return to find opportunities](#)

**Main contract details**

**Opportunity Id** DN5999335  
**Title** Transport Suppliers DEMONSTRATION  
**Categories** 60000000-8 - Transport services (excl. Waste transport)  
**Description** Transport Suppliers DEMONSTRATION  
**Region(s) of supply** NORTH WEST (ENGLAND)  
**Estimated value** N/A  
**Keywords** Transport

**Key dates**

**Estimated contract dates**  
**Start date** 01/02/2016 **End date** 01/03/2016

**Expression of interest window**

**From** 07/01/2016 16:26 to 12/01/2016 17:00  
[Register interest in this opportunity](#)


**Contact details**


**Buyer** Cumbria County Council  
**Contact** Noel Camm  
**Email** [noel.camm@cumbria.gov.uk](mailto:noel.camm@cumbria.gov.uk)  
**Telephone** 07876 390131  
**Address** The Lonsdale Building  
Carlisle  
Cumbria  
CA3 8NA  
United Kingdom

**Attachments**

No attachments

**Screen 7 – Access Tender opportunity** that you have registered an interest in via Home > Activity



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20 Notifications

[Home](#)
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[My contracts](#)
[Help](#)
supplier\_nw\_37 User
[Your account](#)
[Logout](#)

[Home](#)

All opportunities

Home page

Activities
 [View full screen](#)

Active
 Recently added
 Last viewed

1
 2
 < Prev

Buyer	Title	Current event	Event deadline
★ Cumbria County Council	<a href="#">Framework Test - Lot 1 - Home 3</a>	Framework Test - Lot 1 - Home 3	14/12/2015
Cumbria County Council	<a href="#">Framework Test - Lot 1 - Home 4</a>	Framework Test - Lot 1 - Home 4	14/12/2015
Cumbria County Council	<a href="#">Framework Test - Lot 1 - Home 5</a>	Framework Test - Lot 1 - Home 5	14/12/2015
★ Cumbria County Council	<a href="#">Transport Suppliers DEMONSTRATION</a>	Transport Suppliers DEMONSTRATION	12/01/2016

1
 2
 < Prev

Company details summary
 [Edit](#)


**supplier\_nw\_37 company**  
 supplier\_nw\_37 Line 1, Line 2, Town,  
 Northumberland, NE23 1LZ  
**Description**  
 supplier\_nw\_37 company  
**Keywords**

[Vendor profile](#)


[Workgroups](#)


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

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## Screen 8 – Tender opportunity - Start to access documents



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21 Notifications

[Home](#)
[Find opportunities](#)
[My activities](#)
[My contracts](#)
[Help](#)
supplier\_nw\_37 User
[Your account](#)
[Logout](#)

[Home](#) > [Transport Suppliers DEMONSTRATION](#)

Activity : Transport Suppliers DEMONSTRATION

Events

[Transport Suppliers DEMONSTRATION](#)

Not started (Respond by: 12/01/2016)
 [Hide details](#) | [Start](#)

**Activity type:** RFQ  
**Reference:** 5139144  
**Respond by:** 12 January 2016 at 17:00  
**Response status:** Not started

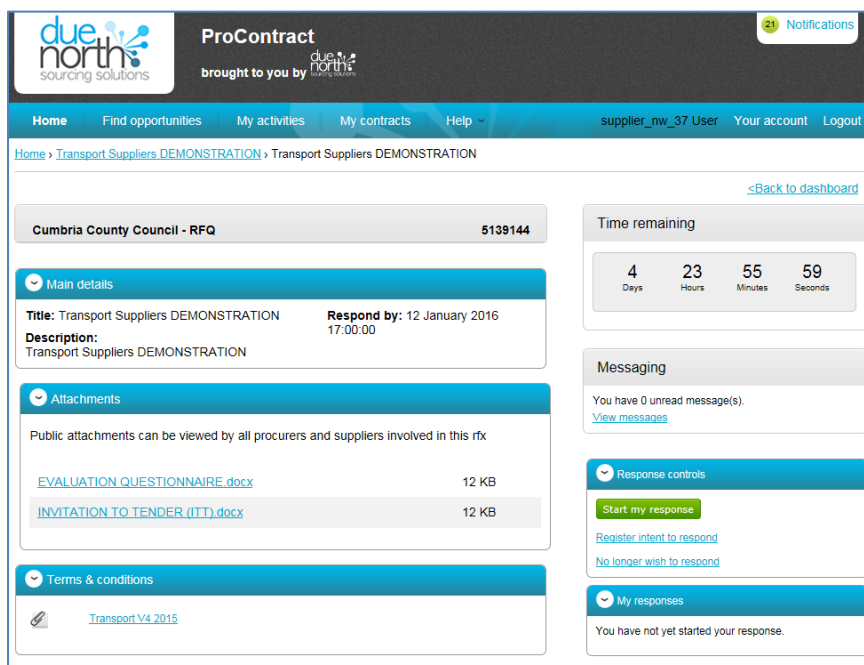
[Archive this activity](#)

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

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

[Back to home page](#)

## Screen 9 – Tender opportunity – Response wizard access



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Notifications 21

Home Find opportunities My activities My contracts Help supplier\_nw\_37 User Your account Logout

Home > Transport Suppliers DEMONSTRATION > Transport Suppliers DEMONSTRATION

<Back to dashboard

**Cumbria County Council - RFQ** 5139144

**Main details**

**Title:** Transport Suppliers DEMONSTRATION **Respond by:** 12 January 2016 17:00:00

**Description:**  
Transport Suppliers DEMONSTRATION

**Attachments**

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

[EVALUATION QUESTIONNAIRE.docx](#) 12 KB

[INVITATION TO TENDER \(ITT\).docx](#) 12 KB

**Terms & conditions**

[Transport V4 2015](#)

**Time remaining**

4 Days 23 Hours 55 Minutes 59 Seconds

**Messaging**

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

**Response controls**

[Start my response](#)

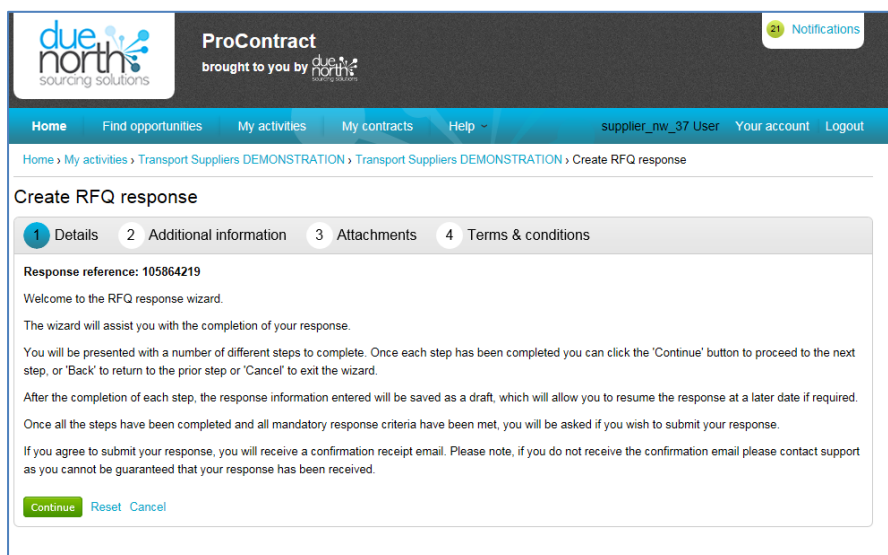
[Register intent to respond](#)

[No longer wish to respond](#)

**My responses**

You have not yet started your response.

Screen 10 - Response Wizard – Page 1, continue



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Notifications 21

Home Find opportunities My activities My contracts Help supplier\_nw\_37 User Your account Logout

Home > My activities > Transport Suppliers DEMONSTRATION > Transport Suppliers DEMONSTRATION > Create RFQ response

**Create RFQ response**

1 Details 2 Additional information 3 Attachments 4 Terms & conditions

**Response reference:** 105864219

Welcome to the RFQ response wizard.

The wizard will assist you with the completion of your response.

You will be presented with a number of different steps to complete. Once each step has been completed you can click the 'Continue' button to proceed to the next step, or 'Back' to return to the prior step or 'Cancel' to exit the wizard.

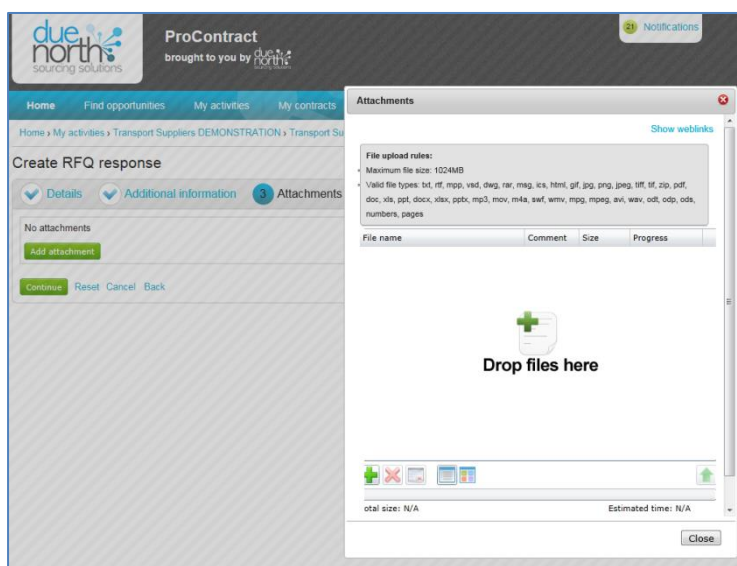
After the completion of each step, the response information entered will be saved as a draft, which will allow you to resume the response at a later date if required.

Once all the steps have been completed and all mandatory response criteria have been met, you will be asked if you wish to submit your response.

If you agree to submit your response, you will receive a confirmation receipt email. Please note, if you do not receive the confirmation email please contact support as you cannot be guaranteed that your response has been received.

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

Screen 11 – Response wizard page 3 Adding an attachment



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Notifications 21

Home Find opportunities My activities My contracts Show weblinks

Home > My activities > Transport Suppliers DEMONSTRATION > Transport Suppliers DEMONSTRATION > Create RFQ response

**Create RFQ response**

1 Details 2 Additional information 3 Attachments 4 Terms & conditions

No attachments


[Add attachment](#)

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

**Attachments**

File upload rules:


- Maximum file size: 1024MB
- Valid file types: txt, rtf, mpp, vnd, dwg, rar, mag, 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


File name	Comment	Size	Progress
 <b>Drop files here</b>			

Total size: N/A Estimated time: N/A

[Close](#)

Screen 12 – Response Wizard Page 4 - Accepting the terms of the contract & Finish Wizard



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21 Notifications

[Home](#)
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[My contracts](#)
[Help](#)
supplier\_nw\_37 User
[Your account](#)
[Logout](#)

[Home](#) > [My activities](#) > [Transport Suppliers DEMONSTRATION](#) > [Transport Suppliers DEMONSTRATION](#) > Create RFQ response

### Create RFQ response

[Details](#)
[Additional information](#)
[Attachments](#)

4

[Terms & conditions](#)


Please follow the link to read the terms and conditions


[Transport V4 2015](#)

☒ Accept
 ☐ Decline

[Finish](#)
[Reset](#)
[Cancel](#)
[Back](#)

## Screen 13 – Submit tender



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21 Notifications

[Home](#)
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[My contracts](#)
[Help](#)
supplier\_nw\_37 User
[Your account](#)
[Logout](#)

[Home](#) > [My activities](#) > [Transport Suppliers DEMONSTRATION](#) > [Transport Suppliers DEMONSTRATION](#)

[<Back to summary](#)

My response

105864219 Draft

Additional information

Supplier reference:

Terms & conditions - Accepted

[Decline](#)

Attachments

[BLANK Test UPLOAD.docx](#)

12 KB

[Add attachment](#)

Time remaining

Respond by: 12 January 2016 17:00:00
 

4 Days

23 Hours

44 Minutes

0 Seconds

Response controls

[Submit response](#)

[Open response wizard](#)

Submission checklist

☒ Terms & conditions

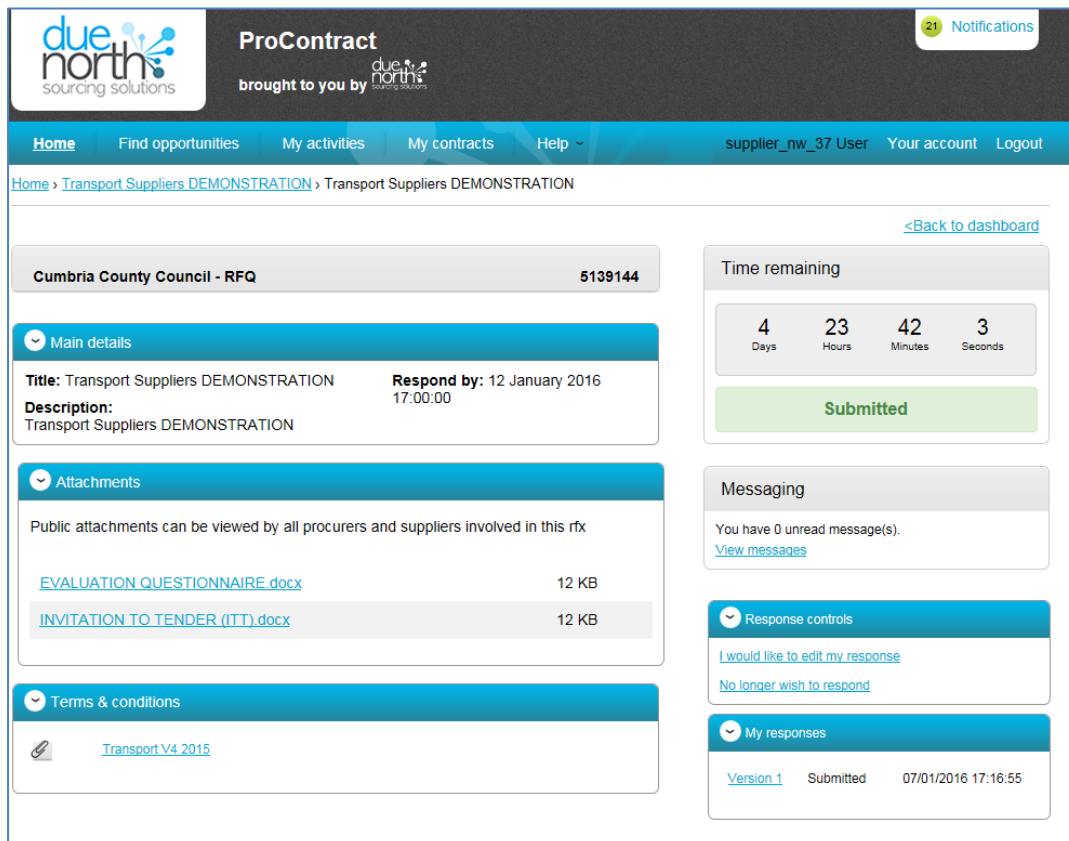
☒ Attachments

Audit history

[View audit history](#)



## Screen 14 – Tender submission information – edit response and version control



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21 Notifications

Home Find opportunities My activities My contracts Help ~ supplier\_nw\_37 User Your account Logout

Home > Transport Suppliers DEMONSTRATION > Transport Suppliers DEMONSTRATION

[<Back to dashboard](#)

**Cumbria County Council - RFQ** **5139144**

**Main details**

**Title:** Transport Suppliers DEMONSTRATION **Respond by:** 12 January 2016 17:00:00  
**Description:** Transport Suppliers DEMONSTRATION

**Attachments**

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

[EVALUATION QUESTIONNAIRE.docx](#) 12 KB  
[INVITATION TO TENDER \(ITT\).docx](#) 12 KB

**Terms & conditions**

[Transport V4 2015](#)

**Time remaining**

4 Days 23 Hours 42 Minutes 3 Seconds

**Submitted**

**Messaging**

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

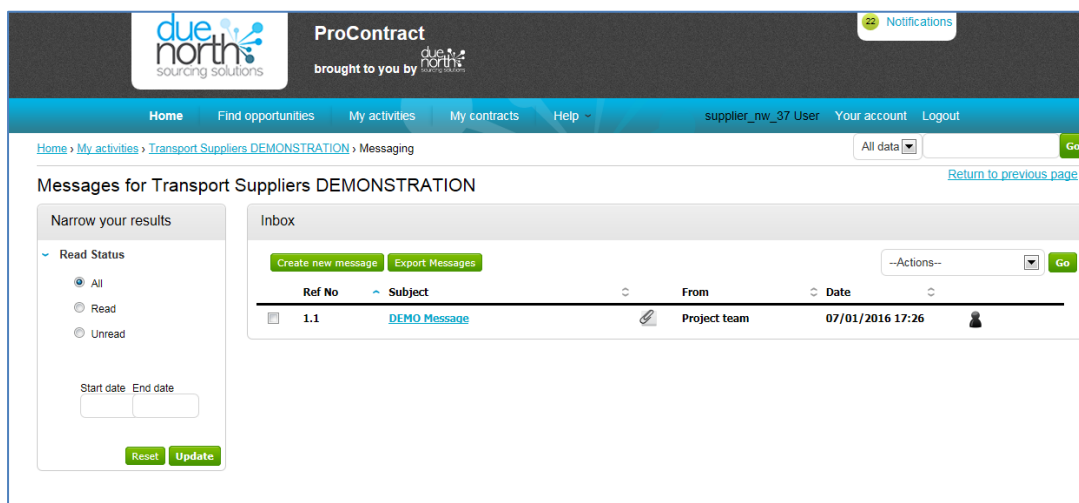
**Response controls**

[I would like to edit my response](#)  
[No longer wish to respond](#)

**My responses**

[Version 1](#) Submitted 07/01/2016 17:16:55

## Screen 15 – Messaging



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23 Notifications

Home Find opportunities My activities My contracts Help ~ supplier\_nw\_37 User Your account Logout

Home > My activities > Transport Suppliers DEMONSTRATION > Messaging

All data [Go](#)

**Messages for Transport Suppliers DEMONSTRATION** [Return to previous page](#)

**Narrow your results**

**Read Status**

☒ All  
☐ Read  
☐ Unread

Start date End date

[Reset](#) [Update](#)

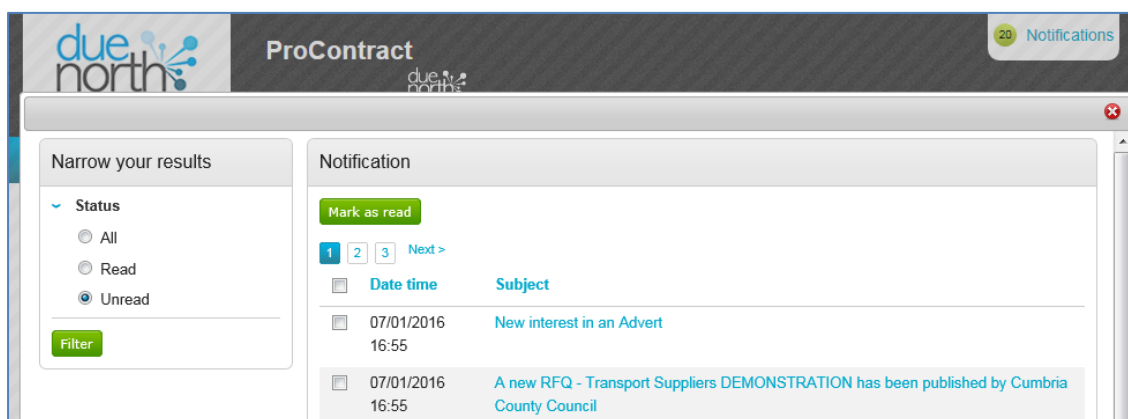
**Inbox**

[Create new message](#) [Export Messages](#)

--Actions-- [Go](#)

Ref No	Subject	From	Date
1.1	<a href="#">DEMO Message</a>	Project team	07/01/2016 17:26

## Screen 16 – Notifications (same as emails receive)



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20 Notifications

**Narrow your results**

**Status**

☐ All  
☐ Read  
☒ Unread

[Filter](#)

**Notification**

[Mark as read](#)

1 2 3 Next >

Date time	Subject
07/01/2016 16:55	New interest in an Advert
07/01/2016 16:55	A new RFQ - Transport Suppliers DEMONSTRATION has been published by Cumbria County Council