


## Registering as a Supplier on The Chest (Quick Guide)

### Registering as a Supplier

1. Go to The Chest's home page at [www.thechest.nwce.gov.uk](http://www.thechest.nwce.gov.uk) → **Click on 'Supplier's Area' → Click on 'Register Free'**.
2. Scroll to the bottom of the page → **Click 'Next'**.
3. Complete the 'Contact Information' and 'Security Information' sections → **Click 'Next'** at the bottom of the page.
4. Complete the 'Company Information', 'Company Description', 'Company Affiliation' and 'Company Classification' sections → **Click 'Next'**.
5. Complete the 'Contract Category Interest' and 'Additional Categories' sections. Within the 'Contract Category Interest', **Click on 'Search/Select Categories'** → Place a tick in the boxes for all categories in which you are interested (remember to click on the codes to drill down to more specific categories) → **Click 'Select Categories'**. It is recommended that you always select the highest level category description as this will ensure that you are notified of all potentially relevant opportunities to your organisation. Scroll to the bottom of the page and **Click 'Finish'** → at the bottom of the next page **Click 'Next'**.
6. The next page on 'Area Notification' enables you to choose geographical areas / specific organisations you are interested in supplying. You can select preferences either by 'By Sub Region' (geographical areas) or 'By Organisation'. Make selections as appropriate → **Click 'Next'**.
7. The last step in the process requires you to agree to the relevant 'Conditions and Privacy' of use. **View and then put a tick in the box** next to the 'Due North Terms and Conditions' and then the 'Privacy Policy' → **Click 'Next'**.
8. You are then presented with a screen which summarises the information you have provided. If you need to change anything click on  by the relevant section and amend as appropriate. Finally, scroll down to the bottom of the page and **Click 'Submit Registration'**.
9. You will receive two e-mails which will be automatically generated by the system confirming your registration. The first will contain your username and the second will contain your password.

