What is the Central Digital Platform and How to register

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Introduction

Do you work with Wigan Council supplying goods, works or services, or might you be interested in doing so in the future?

On 24th February 2025, the rules that shaped how public bodies buy goods and services changed and we want to make sure our partners that we contract with and who may want to work with us in the future are ready. We want to develop a strong partnership with suppliers, businesses, social enterprises, and community and voluntary groups to deliver our missions.

The Procurement Act 2023 aims to make procurement simpler for both Contracting Authorities and suppliers of all sizes, particularly small businesses, start-ups and social enterprises. **The main impact** suppliers will see is the introduction of improvements to the Find a Tender Service to create a **Central Digital Platform** where suppliers must be registered in order to bid for Public Procurement Contracts. The government are designing the system to capture core business details that can be used for multiple bids, so suppliers only need to fill in their details once. The Platform will be free to use, and will make opportunities more visible, allowing for searches and alerts to be set up.

What is the Central Digital Platform?

Central Digital Platform is an online portal which will make it easier for Suppliers to find and bid for contracts, and for buyers to meet their transparency commitments under the Procurement Act 2023.

The Central Digital Platform is a single place for suppliers to register and upload key business information typically asked by Wigan Council and other public-sector bodies. Features include:

- Reduced duplication and resources used to tender
- Stores Suppliers' core business details that can be used for multiple bids
- The ability to set up custom searches and receive alerts
- It will be free to access
- Supplier will need to keep their details up to date

Please note Wigan Council will still use The Chest procurement portal to advertise its notices, receive bids from suppliers and manager its procurement activities. However, Suppliers will also need to register on the Central Digital Platform and provide their key business information, as this information will be required as part of submitting their bid for tenders.

What do Suppliers need to do?

As a supplier of Wigan Council or a local business who may be interested in working with us, **it's really important you sign up to the Platform**. The Government have made it mandatory for suppliers to register to bid for contracts above a certain size.

To register please visit: https://www.find-tender.service.gov.uk/Search

What information will Suppliers need?

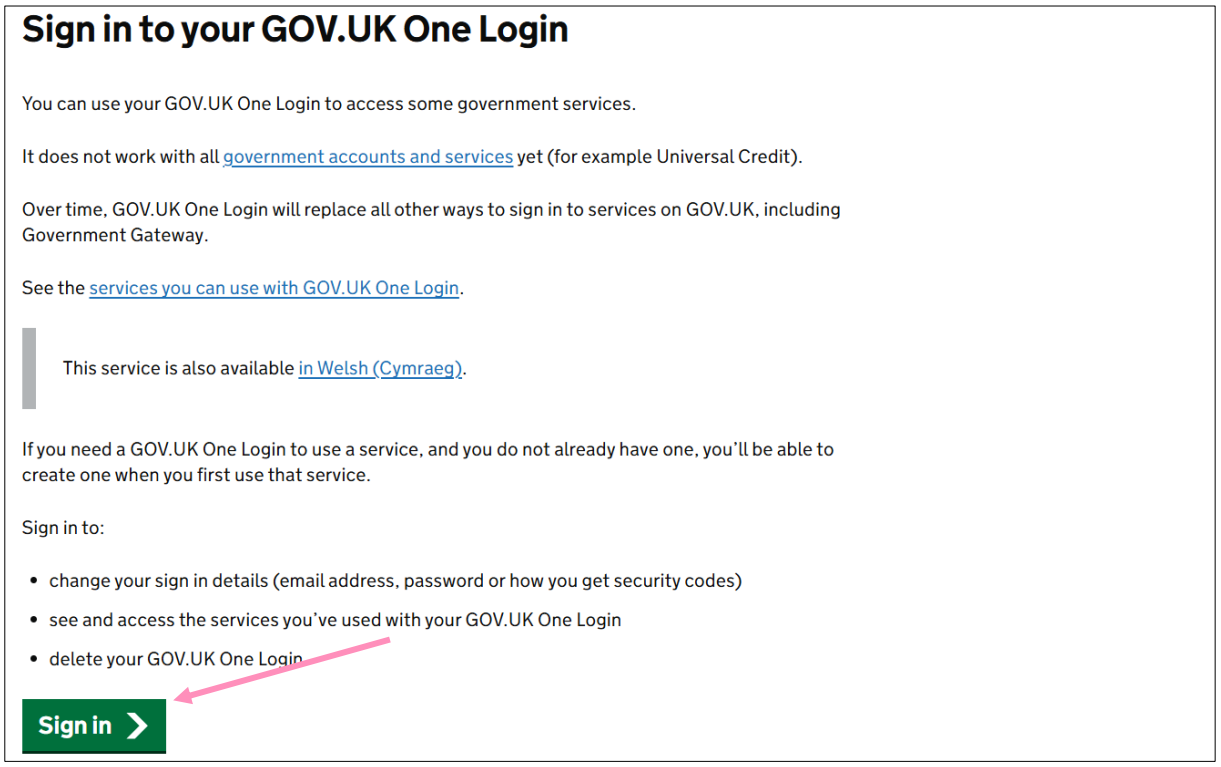
Section	Information required
Basic Information	Name, address, Companies House number (or equivalent, e.g. Charity number), VAT Number (if applicable), relevant qualifications or trade assurances and whether the organisation is a SME, VCSE or public mutual.
Financial Information	Copies of your accounts from the most recent financial years
Connected Persons	Names, addresses and details on any connected persons to the business (e.g. persons with significant control). These are individuals or organisations who have influence or control over the Supplier.
Exclusions	Details of any discretionary or mandatory exclusions for the supplier or connected persons as set out in Schedules 6 & 7 of the Procurement Act 2023.

Step 1: Registration

Before registering every supplier should agree who its first person is to set up the organisation and do the initial set up and add and approve other users. The Administrator will also enter and amend all the details about the organisation.

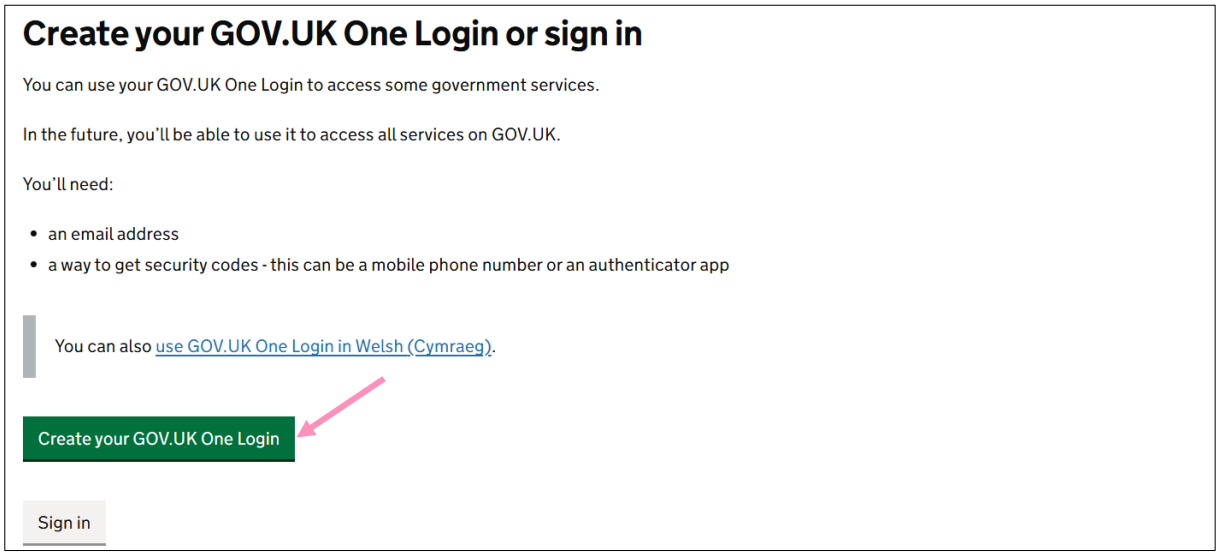
The Administrator will first need to create their One Login account, please follow **'Register for GOV.UK One Login'** to register.

If you already have a GOV.UK One Login account, please sign in by going to: https://www.gov.uk/using-your-gov-uk-one-login and click onto **'Sign in'** and follow steps under **'Complete Central Digital Platform Registration'**.

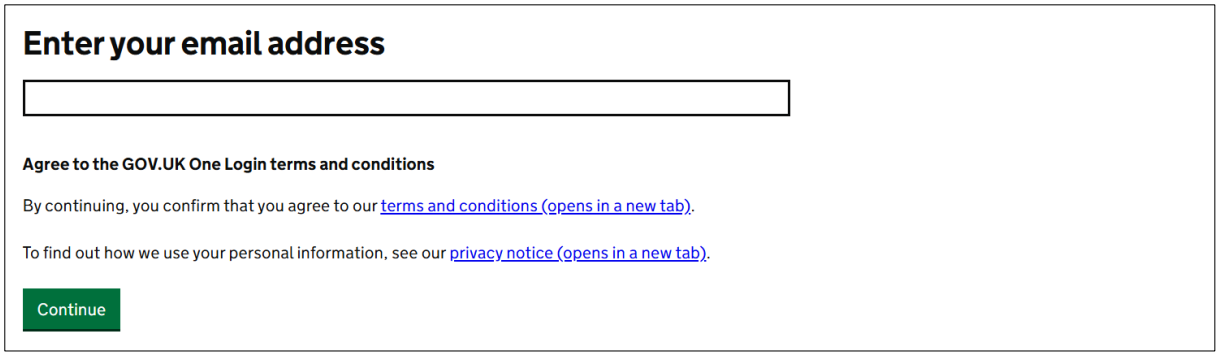


Register for GOV.UK One Login

To register for GOV.UK One Login, please follow the steps above and click onto **'Create one now'**



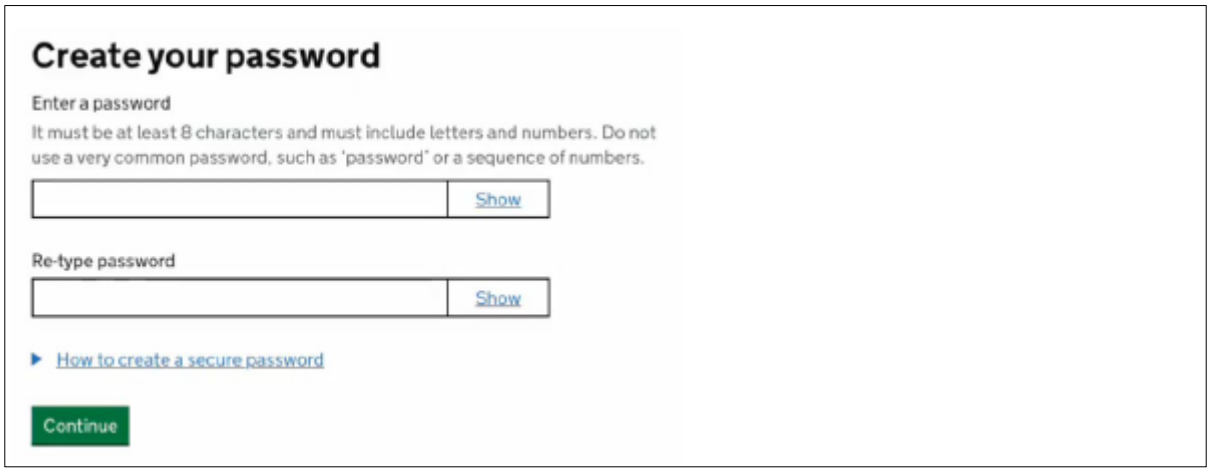
Enter your individual work email address and then view and agree to the terms of use and privacy policy then click onto **'Continue'**.



A 6-digit security code will then be sent to your email address. Once received enter the box below then click **'Continue'**.

Please note the code is only valid for 15 minutes.

You will then be re-directed to the following page, where you will be asked to **'Create your password'** once entered please click onto **'Continue'**.

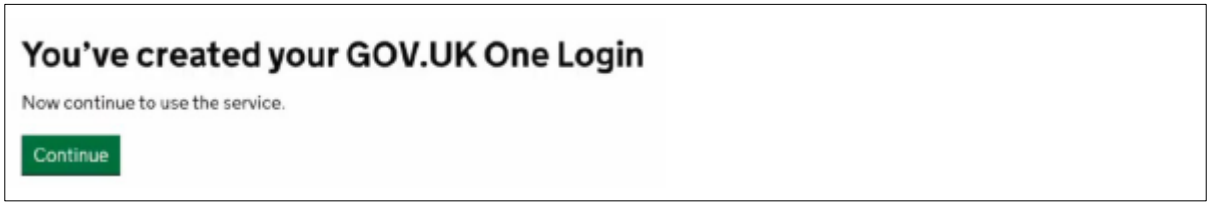


Next you will need to choose how you wish to receive your security codes. Choose between **'Text message'** or **'Authenticator app for smartphone, tablet or computer'** and click onto **'Continue'**.

If you selected **'Text message'** an SMS text will be sent from GOV.UK to your registered mobile phone number containing your verification code. Enter your code in the box below and click **'Continue'**.

Please note the code is only valid for 15 minutes.

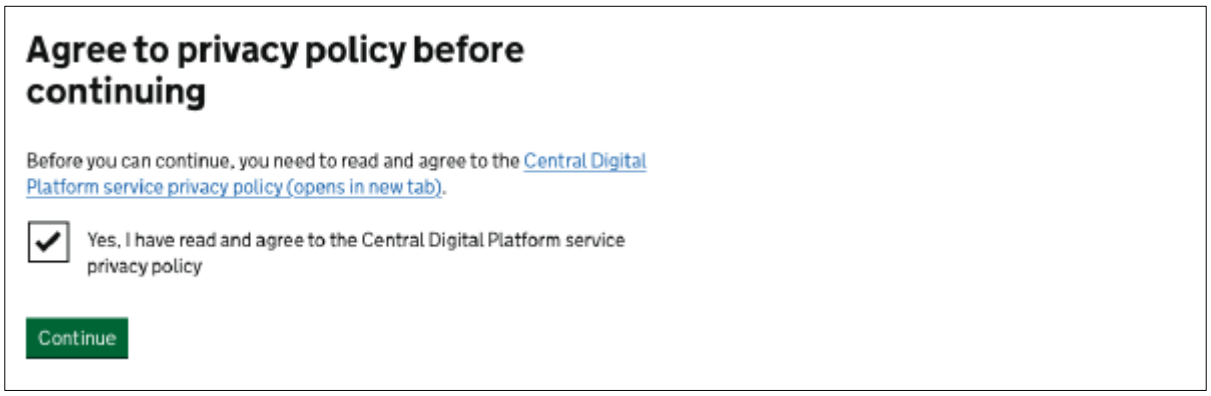
You have now created your GOV.UK One Login account.



Completing your Central Digital Platform Registration

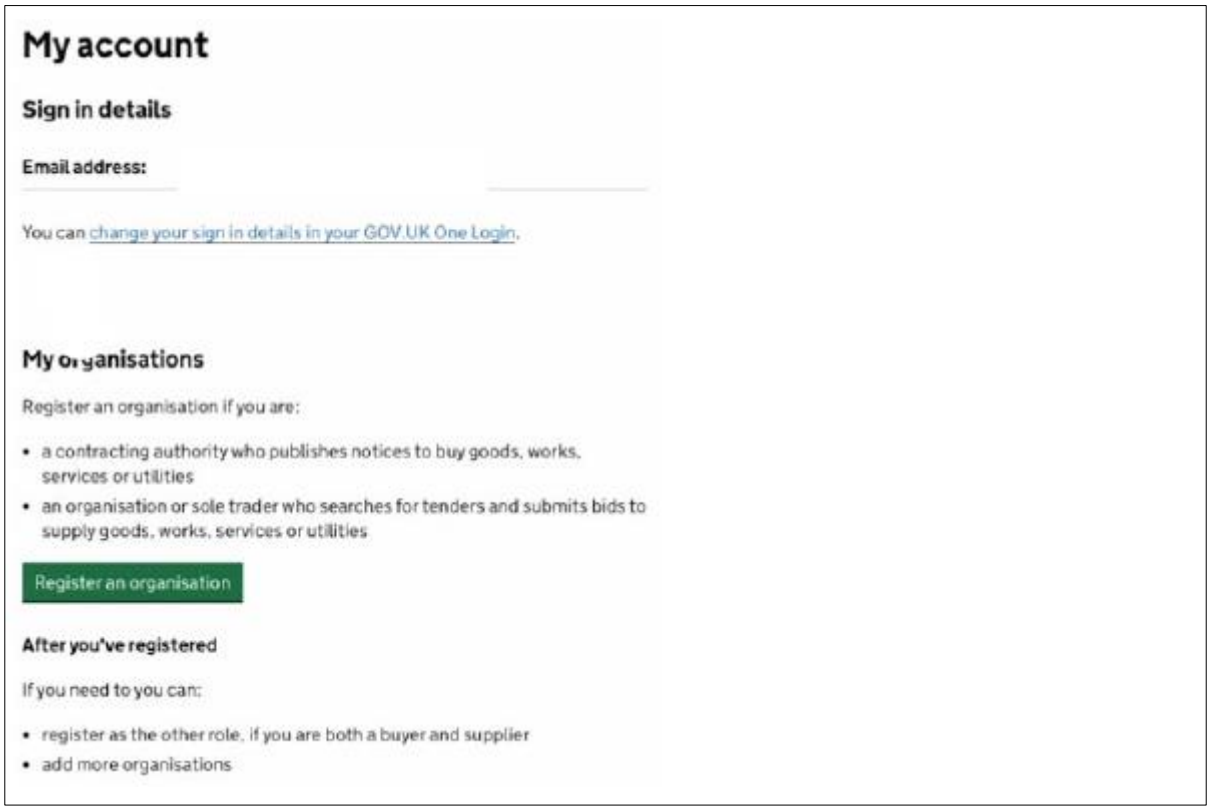
Once you have created your GOV.UK One Login account you will then proceed to finalise your registration for the Central Digital Platform.

You should now read and agree to the Central Digital Platform service privacy policy and then click onto **'Continue'**.



You will then be asked to enter your **'first name'** and **'last name'** and click onto **'Continue'**.

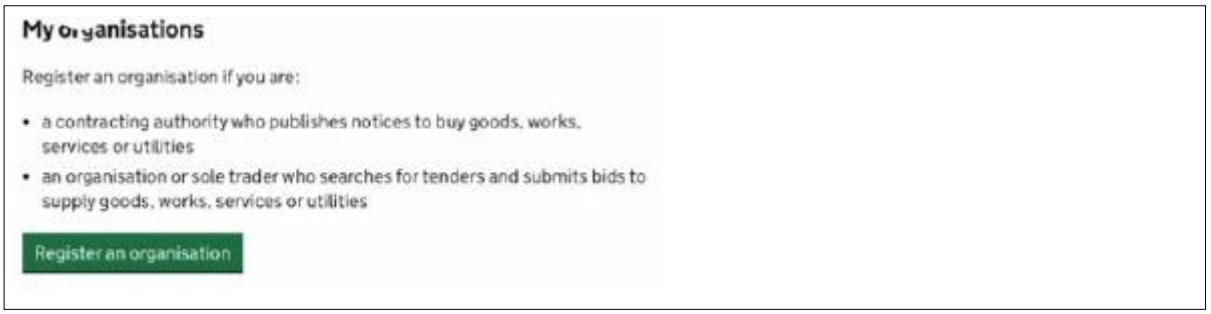
You will then be re-directed to the following page where you can see your account details and the option to **'Register an organisation'**.



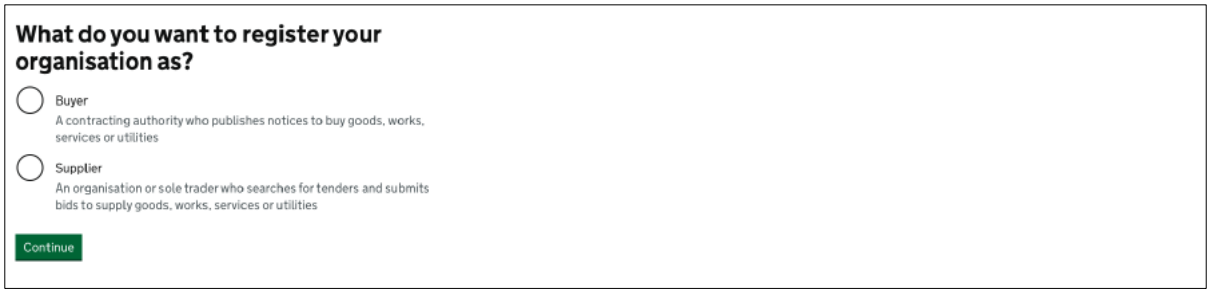
Register an Organisation

You will need to have to hand your Organisations Companies House number or an equivalent, like a Charity Commission number, and your registered address.

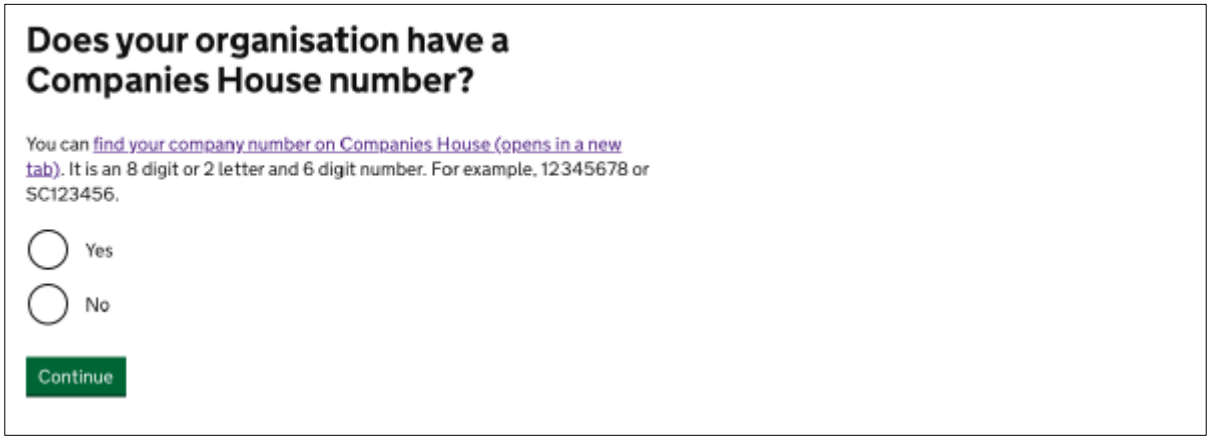
Click onto **'Register an organisation'**



You will then be asked whether you wish to register as a **'Buyer'** or **'Supplier'** select **'Supplier'** and then **'Continue'**.



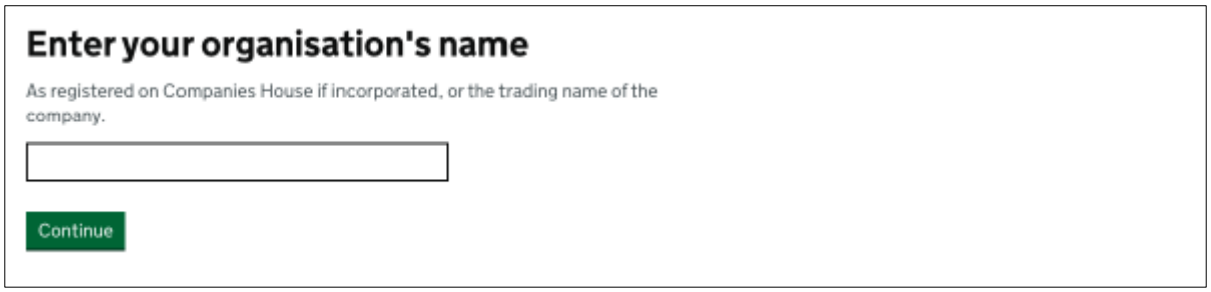
You will now be asked if your organisation has a Companies House number. If you do, click onto **'Yes'** if not click onto **'No'** and **'Continue'**.



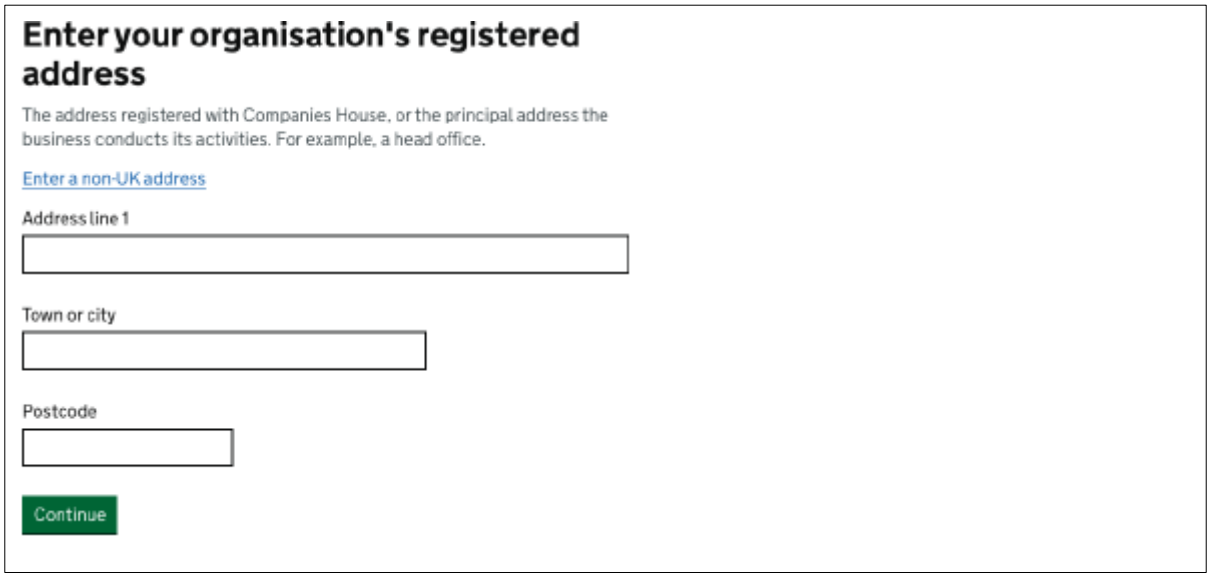
If you don't have a Companies House number you will be prompted with the below alternative options, select which one applies alternatively click onto **'None apply'** and click onto **'Continue'.** A unique identifier will be generated.

Enter your organisations registered name and click onto **'Continue'**.

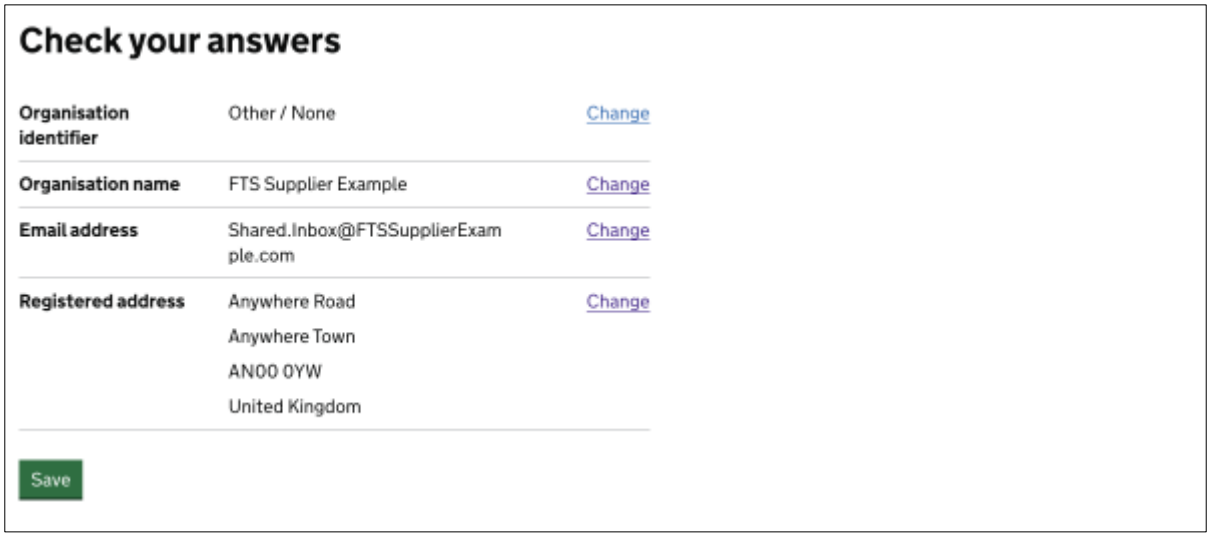
If you previously entered a Companies House number, this information will be automatically populated from Companies House.



Next, check or enter your organisations registered address and click onto **'Continue'**. As before this will be automatically populated if you have entered your Companies House number.



The next screen will allow you to check your answers, and make any necessary changes, before proceeding to select **'Save'** and completing the registration of your organisation.



Selecting **'Save'** will load the following page to display your registered organisation.

To see the details of the organisation and complete Supplier information, select **'View'**.

Further organisations can be added. For example, you might be shareholding director in several businesses and wish to register all of those businesses then set up further administrators and users for each.

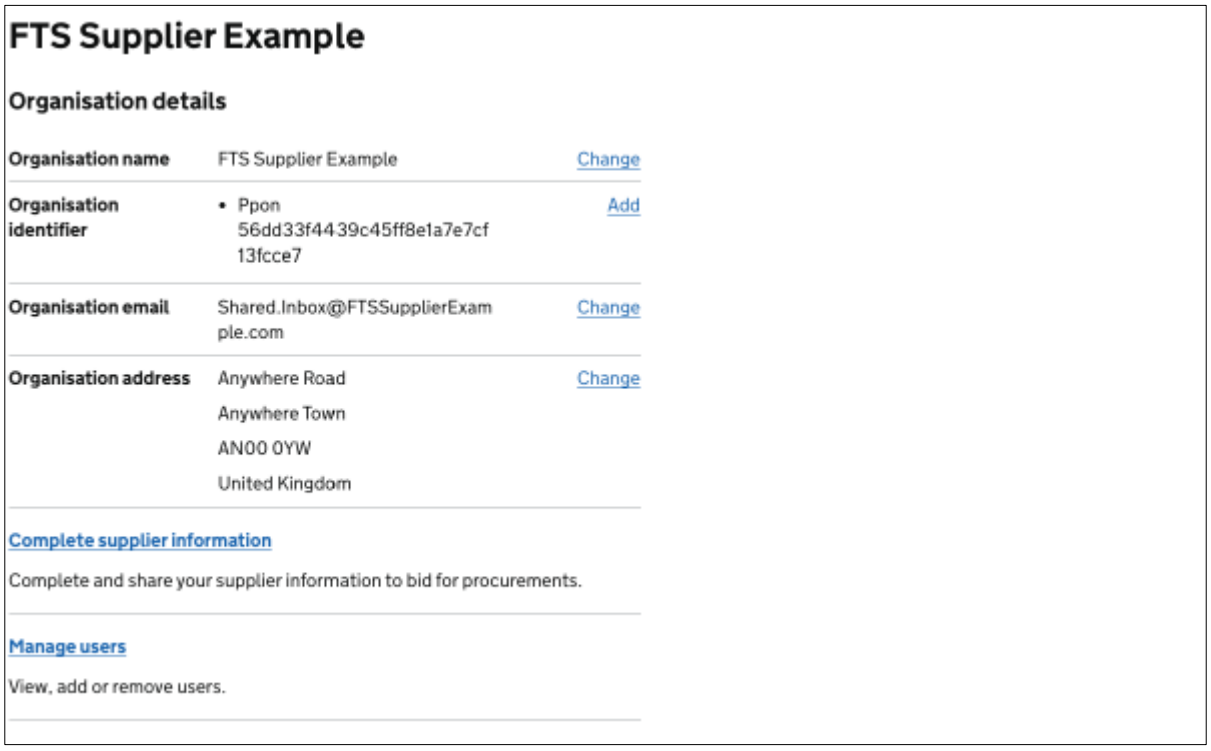
Step 2: Enter your details

Now you will be required to enter the organisation's Supplier information. Having all the required information to hand will speed up the process. The administrator will be asked to input or upload:

- Basic Information
- Connected Persons
- Qualifications
- Trade Assurances
- Exclusions
- Financial Information

Once you have the required information to hand, navigate to the organisation page by selecting **'View'** next to your chosen organisation.

You will then be re-directed to the following page displaying the details of your organisation. To complete your Supplier information, select **'Complete Supplier Information'**.



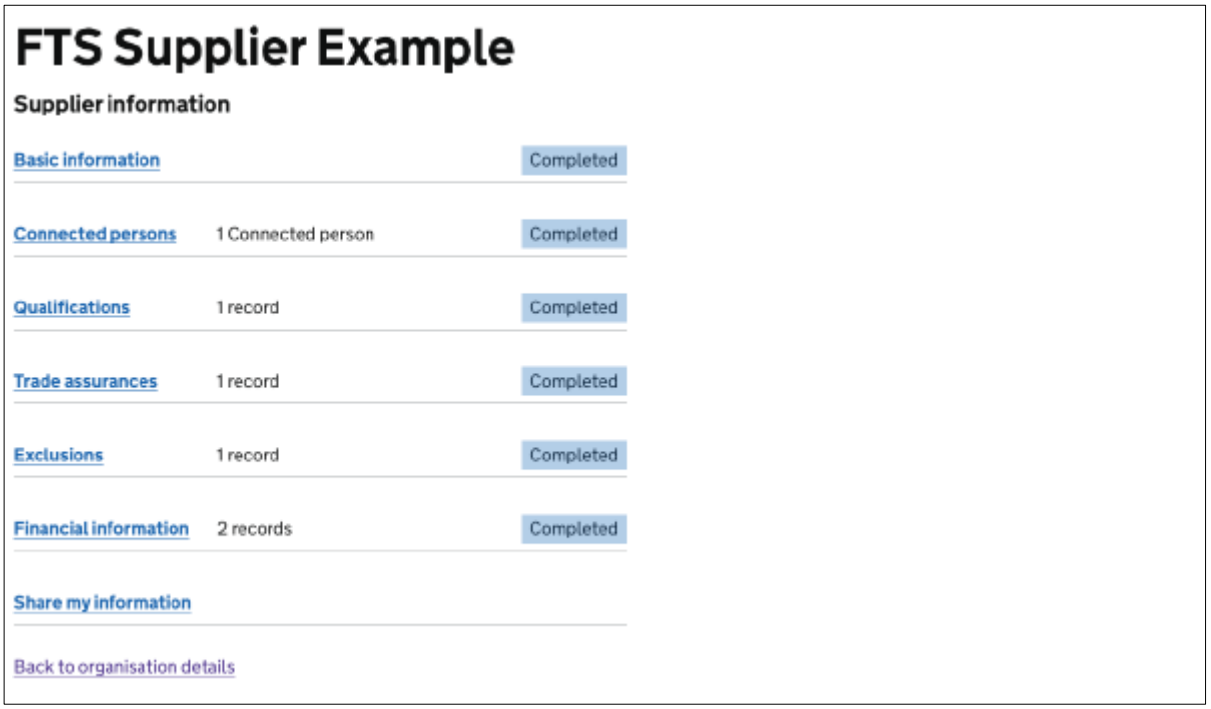
You should then work through each section and enter the information required. There are very simple dropdowns for each section and hint text to show what is needed.

FTS Supplier Example:

Step 3: Declare and Share

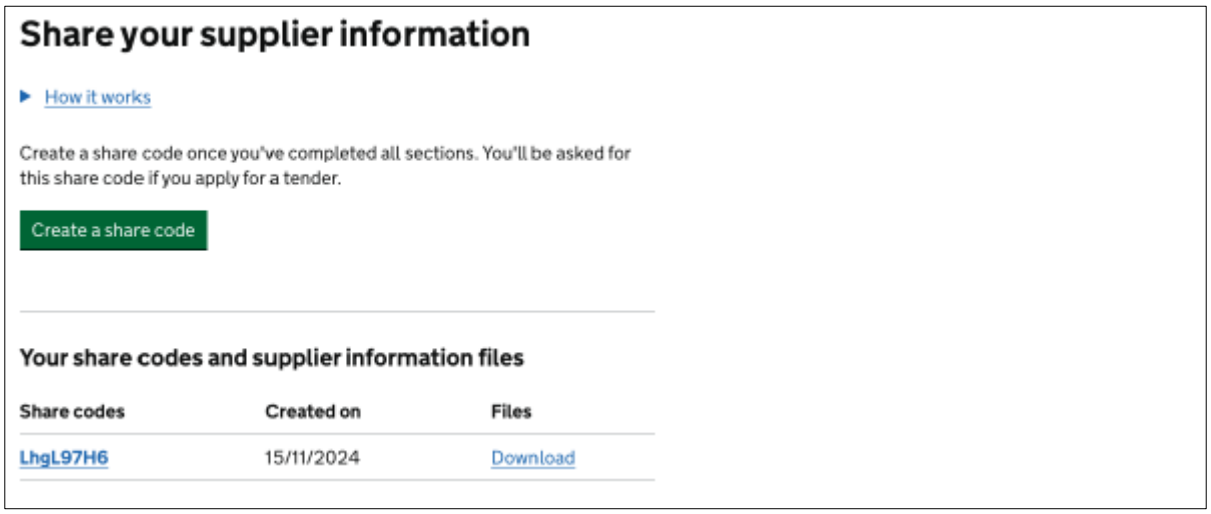
Once supplier information has been completed, it is ready for checking and declaring that it is accurate. To share information as part of the bid, there are two methods. It could be through a share code, a number that is entered in the contracting authority's tendering portal, or, by downloading the information and sharing by email or uploading as an attachment.

Once the Supplier information has been completed, select **'Share my information'** to begin the information sharing process.

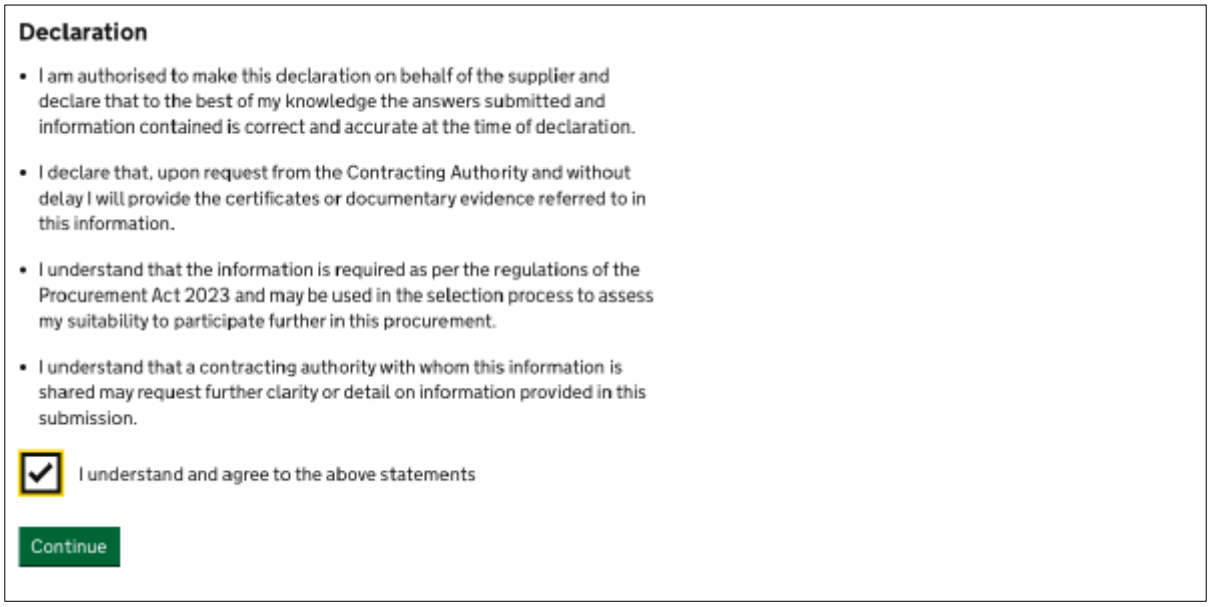


The following page will load where you can find out more about how sharing supplier information works to progress to sharing information by selecting **'Create a share code'**.

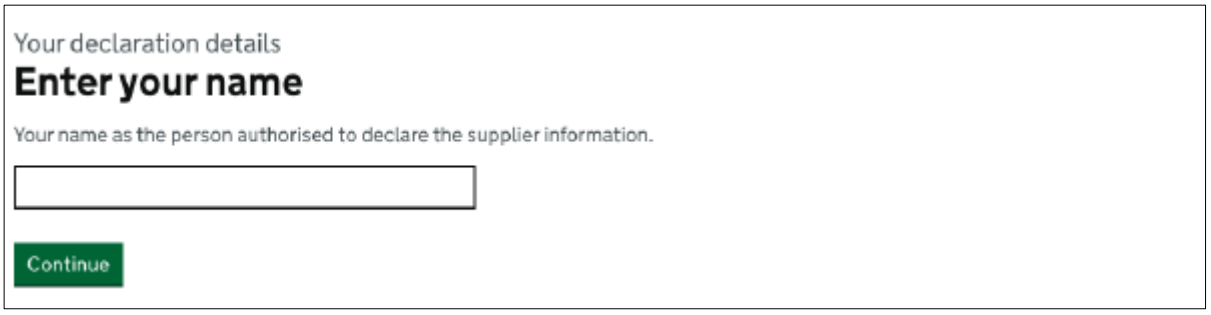
From this page you will be able to see any previously generated share codes and the date they were created on. If your supplier information changes, you can update It and create a new share code and file to share the new information.



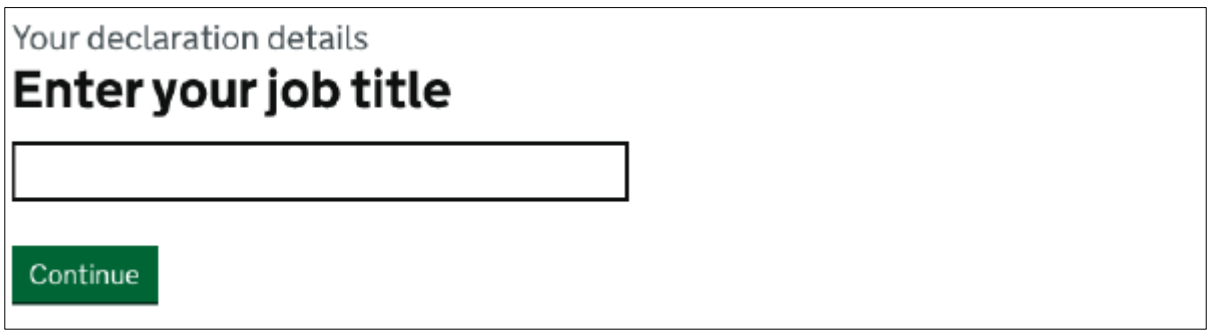
To progress, you must read the declaration and select the box to confirm that you understand and agree to the declaration.



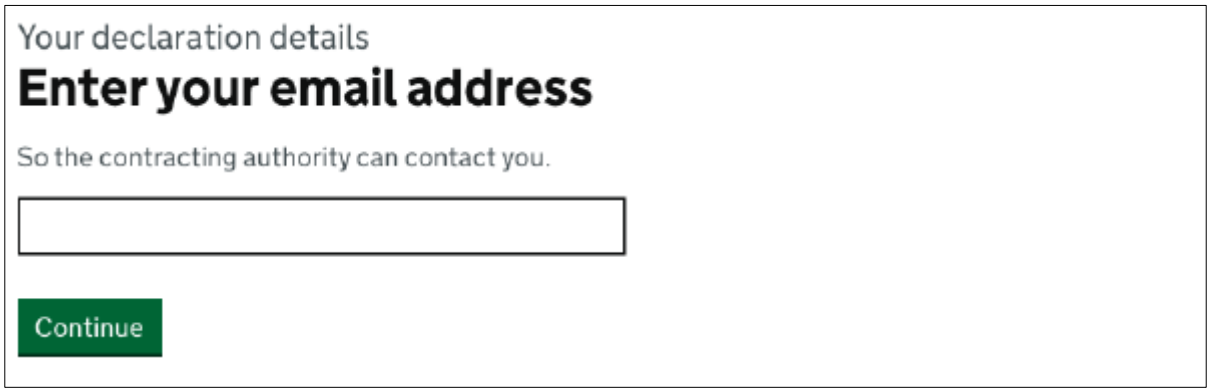
You will now be prompted to enter your name



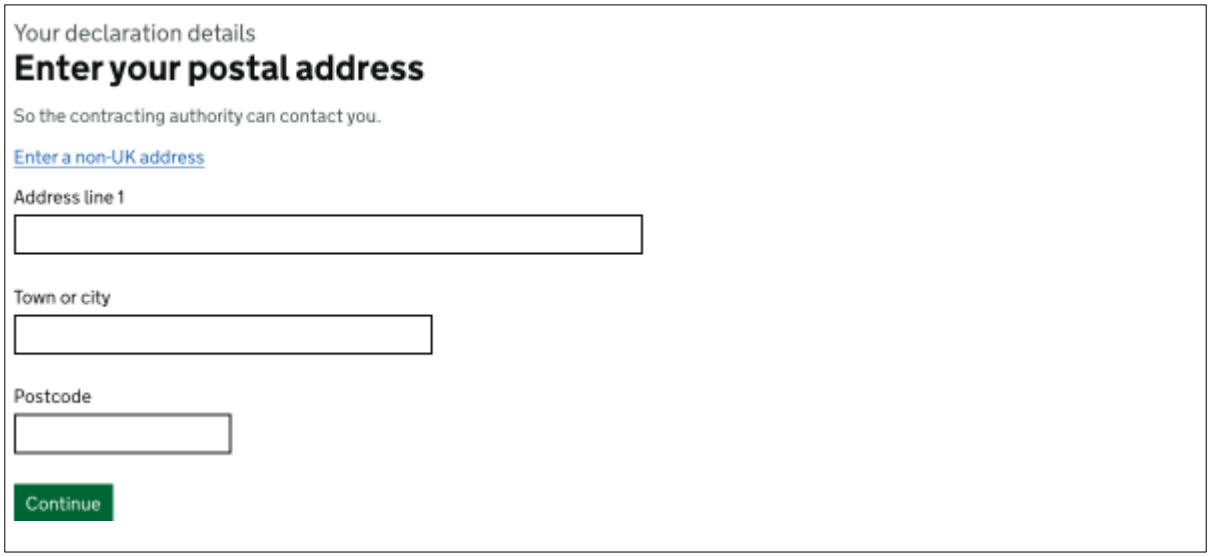
Then enter your job title



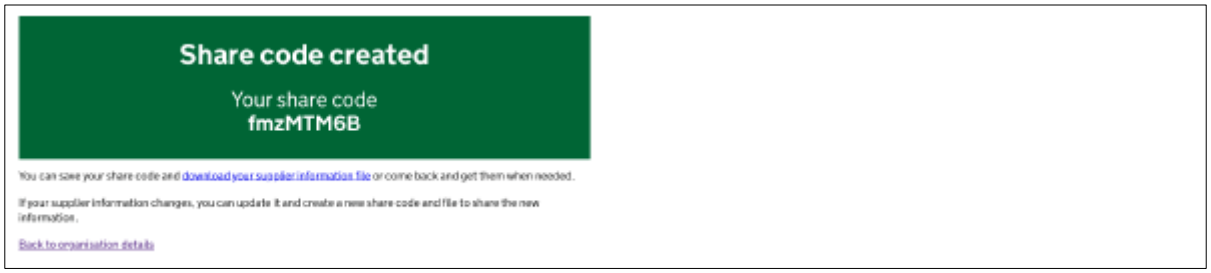
You'll then be asked to enter your work email address



Next, you will be prompted to enter the postal address of your organisation.



You will then be prompted to check your answers and make changes as necessary. You should then select **'Confirm and get share code'**.



Useful Links:

- **Wigan Council Procurement Act 2023:** https://www.wigan.gov.uk/Business/Council-Procurement/Procurement-Act-2023.aspx
- **GOV.UK Find a Tender:** https://www.find-tender.service.gov.uk/Search
- **Factsheet explaining how the Central Digital Platform will work:** https://assets.publishing.service.gov.uk/media/67bdf4e489b4a58925ac6d53/20250224_Act_Now__Find_a_Tender_Factsheet_v3.0_FINAL.pdf
- **Information page for Suppliers:** https://www.gov.uk/government/collections/information-and-guidance-for-suppliers
- **Guide for Suppliers:** https://assets.publishing.service.gov.uk/media/67b5f15ebd116e3d7b1cf2d4/20250224_Act_Now_A_guide_for_suppliers_A4_v2.0_FINAL.pdf
- **Business and Tendering Webpage:** https://www.wigan.gov.uk/Business/Council-Procurement/businessandtendering.aspx
- **Transforming Public Procurement Webpage:** https://www.wigan.gov.uk/Business/Council-Procurement/businessandtendering.aspx
- **The Chest:** https://www.the-chest.org.uk/
- **Contracts Finder:** https://www.gov.uk/contracts-finder
- **Yorkshire Purchasing Organisation:** https://www.ypo.co.uk/
- **Match My Project:** https://matchmyproject.org/wigan/