



What is the Central Digital Platform and How to register

Author: Central Procurement Team

Date: July 2025

Contents

What is the Central Digital Platform and How to register_____1

Introduction _____ Error! Bookmark not defined.

What is the Central Digital Platform? _____3

What do Suppliers need to do? _____4

What information will Suppliers need? _____4

Step 1: Registration _____ 5

Register for GOV.UK One Login _____6

Completing your Central Digital Platform Registration _____9

Register an Organisation _____10

Step 2: Enter your details _____ 14

Step 3: Declare and Share _____16

Useful Links: _____ 20

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 manage 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'**.

Sign in to your GOV.UK One Login

You can use your GOV.UK One Login to access some government services.

It does not work with all [government accounts and services](#) yet (for example Universal Credit).

Over time, GOV.UK One Login will replace all other ways to sign in to services on GOV.UK, including Government Gateway.

See the [services you can use with GOV.UK One Login](#).

This service is also available [in Welsh \(Cymraeg\)](#).

If you need a GOV.UK One Login to use a service, and you do not already have one, you'll be able to create one when you first use that service.

Sign in to:

- change your sign in details (email address, password or how you get security codes)
- see and access the services you've used with your GOV.UK One Login
- delete your GOV.UK One Login

Sign in >

Register for GOV.UK One Login

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

Create your GOV.UK One Login or sign in

You can use your GOV.UK One Login to access some government services.

In the future, you'll be able to use it to access all services on GOV.UK.

You'll need:

- an email address
- a way to get security codes - this can be a mobile phone number or an authenticator app

You can also [use GOV.UK One Login in Welsh \(Cymraeg\)](#).

Create your GOV.UK One Login

Sign in

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

Enter your email address

Agree to the GOV.UK One Login terms and conditions

By continuing, you confirm that you agree to our [terms and conditions \(opens in a new tab\)](#).

To find out how we use your personal information, see our [privacy notice \(opens in a new tab\)](#).

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.

Check your email

We have sent an email to:

The email contains a 6 digit security code.

Your email might take a few minutes to arrive. If you do not get an email, check your spam folder.

The code will expire after one hour.

Enter the 6 digit code

[Continue](#)

[Problems with the code?](#)

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'**.

Create your password

Enter a password

It must be at least 8 characters and must include letters and numbers. Do not use a very common password, such as 'password' or a sequence of numbers.

[Show](#)

Re-type password

[Show](#)

[How to create a secure password](#)

[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'**.



Choose how to get security codes

You'll need to enter a security code when you sign in to GOV.UK One Login.

☐ Text message

☐ Authenticator app for smartphone, tablet or computer

[What is an authenticator app?](#)

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.



Check your phone

We have sent a code to your phone number ending with [redacted]

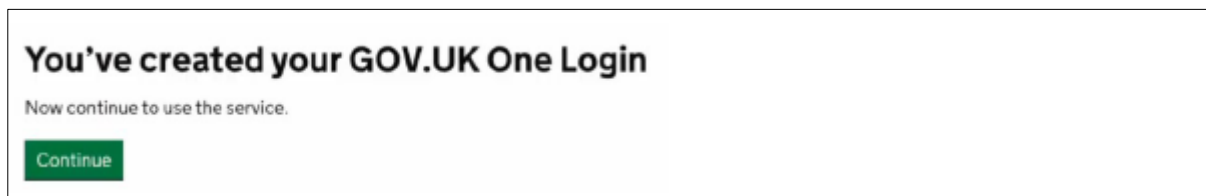
It might take a few minutes to arrive. The code will expire after 15 minutes.

Enter the 6 digit code

Continue

[Problems with the code?](#)

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



You've created your GOV.UK One Login

Now continue to use the service.

Continue

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’**.

Agree to privacy policy before continuing

Before you can continue, you need to read and agree to the [Central Digital Platform service privacy policy \(opens in new tab\)](#).

☒ Yes, I have read and agree to the Central Digital Platform service privacy policy

[Continue](#)

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

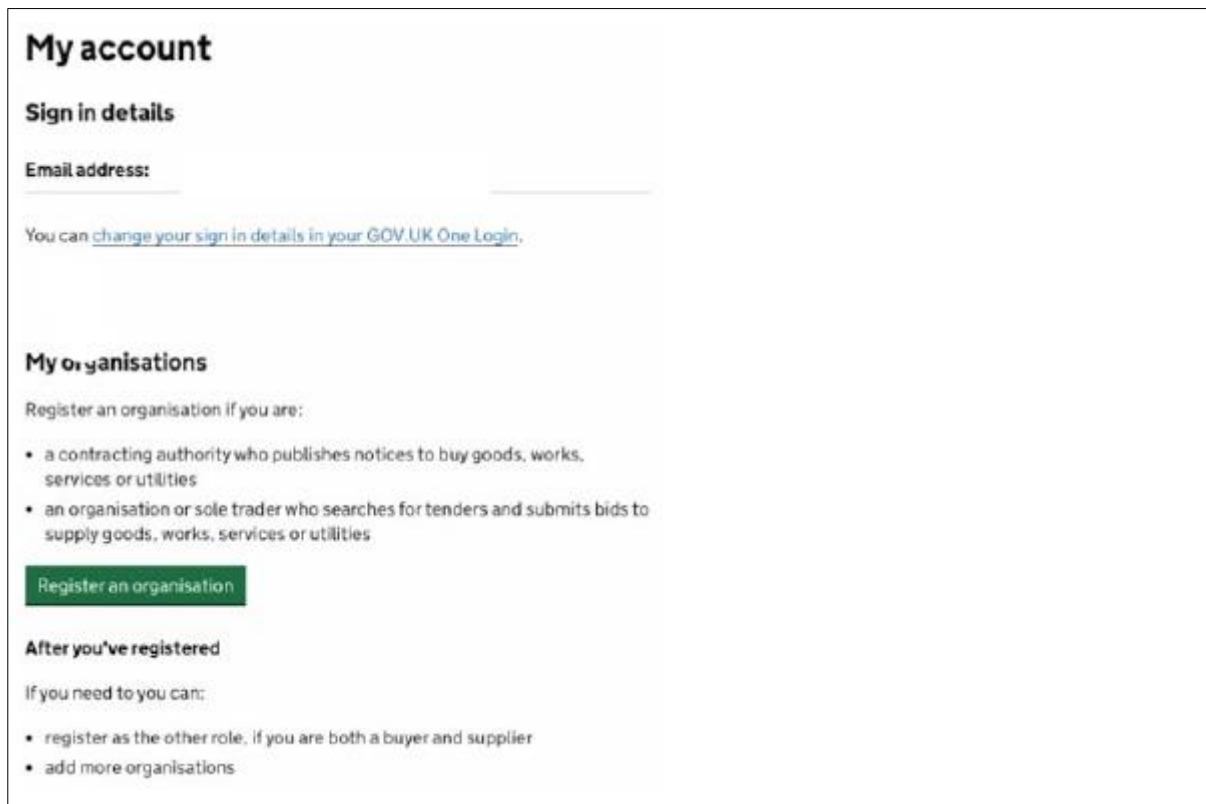
Enter your name

First name

Last name

[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’**.



My account

Sign in details

Email address:

You can [change your sign in details in your GOV.UK One Login](#).

My organisations

Register an organisation if you are:

- a contracting authority who publishes notices to buy goods, works, services or utilities
- an organisation or sole trader who searches for tenders and submits bids to supply goods, works, services or utilities

[Register an organisation](#)

After you've registered

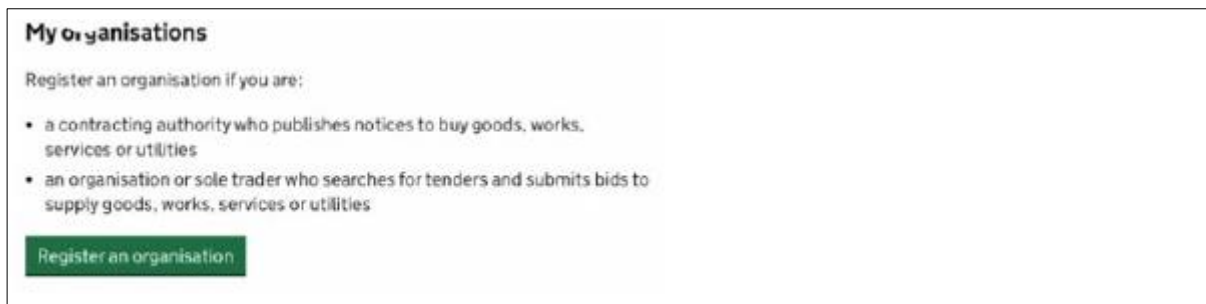
If you need to you can:

- register as the other role, if you are both a buyer and supplier
- add more organisations

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’**



My organisations

Register an organisation if you are:

- a contracting authority who publishes notices to buy goods, works, services or utilities
- an organisation or sole trader who searches for tenders and submits bids to supply goods, works, services or utilities

[Register an organisation](#)

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

What do you want to register your organisation as?
☐ Buyer
A contracting authority who publishes notices to buy goods, works, services or utilities
☐ Supplier
An organisation or sole trader who searches for tenders and submits bids to supply goods, works, services or utilities
[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'**.

Does your organisation have a Companies House number?

You can [find your company number on Companies House \(opens in a new tab\)](#). It is an 8 digit or 2 letter and 6 digit number. For example, 12345678 or SC123456.

☐ Yes
☐ No
[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.

Is your organisation on any of these registries?

Select all that apply. Then enter the registration number.

☐ Charity Commission for England and Wales

☐ Scottish Charity Regulator

☐ Charity Commission for Northern Ireland

☐ Mutuels Public Register

☐ Guernsey Registry

☐ Jersey Financial Services Commission Registry

☐ Isle of Man Companies Registry

☐ NHS Organisation Data Service (ODS)

☐ UK Register of Learning Providers

or

☐ None apply

Continue

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.

Enter your organisation's name

As registered on Companies House if incorporated, or the trading name of the company.

Continue

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.

Enter your organisation's registered address

The address registered with Companies House, or the principal address the business conducts its activities. For example, a head office.

[Enter a non-UK address](#)

Address line 1

Town or city

Postcode

[Continue](#)

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.

Check your answers

Organisation identifier	Other / None	Change
Organisation name	FTS Supplier Example	Change
Email address	Shared.Inbox@FTSSupplierExample.com	Change
Registered address	Anywhere Road Anywhere Town AN00 0YW United Kingdom	Change

[Save](#)

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



The screenshot shows a web interface titled 'My account'. Under the 'Sign in details' section, there is a label 'Email address:' followed by a text input field. Below this, a message states: 'You can [change your sign in details in your GOV.UK One Login](#).' The 'My organisations' section contains a table with one row. The table has two columns: 'Organisation name' and 'View'. The row contains the text 'FTS Supplier Example' and a blue 'View' link. Below the table is a link that says 'Add another organisation'.

Organisation name	View
FTS Supplier Example	View

[Add another 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.

My account

Sign in details

Email address:

You can [change your sign in details in your GOV.UK One Login](#).

My organisations

Organisation name

FTS Supplier Example [View](#)

[Add another 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'**.

FTS Supplier Example

Organisation details

Organisation name	FTS Supplier Example	Change
Organisation identifier	<ul style="list-style-type: none">Ppon 56dd33f4439c45ff8e1a7e7cf13fcce7	Add
Organisation email	Shared.Inbox@FTSSupplierExample.com	Change
Organisation address	Anywhere Road Anywhere Town AN00 0YW United Kingdom	Change

[Complete supplier information](#)

Complete and share your supplier information to bid for procurements.

[Manage users](#)

View, add or remove users.

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:

Supplier information		
Basic information		Completed
Connected persons	1 Connected person	Completed
Qualifications	1 record	Completed
Trade assurances	1 record	Completed
Exclusions	1 record	Completed
Financial information	2 records	Completed
Share my information		
Back to organisation details		

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.

FTS Supplier Example

Supplier information

Basic information		Completed
Connected persons	1 Connected person	Completed
Qualifications	1 record	Completed
Trade assurances	1 record	Completed
Exclusions	1 record	Completed
Financial information	2 records	Completed
Share my information		
Back to organisation details		

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.

Share your supplier information

[▶ How it works](#)

Create a share code once you've completed all sections. You'll be asked for this share code if you apply for a tender.

[Create a share code](#)

Your share codes and supplier information files

Share codes	Created on	Files
LhgL97H6	15/11/2024	Download

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

Declaration

- I am authorised to make this declaration on behalf of the supplier and declare that to the best of my knowledge the answers submitted and information contained is correct and accurate at the time of declaration.
- I declare that, upon request from the Contracting Authority and without delay I will provide the certificates or documentary evidence referred to in this information.
- I understand that the information is required as per the regulations of the Procurement Act 2023 and may be used in the selection process to assess my suitability to participate further in this procurement.
- I understand that a contracting authority with whom this information is shared may request further clarity or detail on information provided in this submission.

☒ I understand and agree to the above statements

Continue

You will now be prompted to enter your name

Your declaration details
Enter your name

Your name as the person authorised to declare the supplier information.

Continue

Then enter your job title

Your declaration details
Enter your job title

Continue

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

Your declaration details

Enter your email address

So the contracting authority can contact you.

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

Your declaration details

Enter your postal address

So the contracting authority can contact you.

[Enter a non-UK address](#)

Address line 1

Town or city

Postcode

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

Share code created

Your share code
fmzMTM6B

You can save your share code and [download your supplier information file](#) or come back and get them when needed.

If your supplier information changes, you can update it and create a new share code and file to share the new information.

[Back to organisation details](#)

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/>