

## Submitting a Tender Response on The Chest (Quick Guide)

### Step 1: Registering an Interest

- 1.1 Go to The Chest's home page at [www.thechest.nwce.gov.uk](http://www.thechest.nwce.gov.uk) → **Click on 'Supplier's Area'** → Enter your Username and Password.
- 1.2 Look at the Latest Opportunities by **Clicking 'Search'**.
- 1.3 Don't enter any search criteria. Instead, just **Click 'Search'** at the bottom of the page.
- 1.4 Find the contract you wish to apply to → **Click on the title of that contract**. You will then be able to view the contract notice.
- 1.5 To apply, **Click on 'Register Interest'** at the bottom of the page → A message appears confirming that you have registered your interest in the opportunity → **Click 'OK'**.

### Step 2: Accessing the Tender Documents

- 2.1 To view the application documents for the tender you have registered an interest in, log out of The Chest. Login again as per steps 1.1 and 1.2 above and then **Click on 'My Opportunities'** on the right of the screen.
- 2.2 Where it says Organisation:   open the drop down box by **clicking on the down arrow** and selecting Wigan → **Click the blue arrow** to the right → Find the contract you are interested in → **Click on the relevant contract ID**.
- 2.3 **Click on the title of the stage detail**.
- 2.4 **Click on  'View ITT'**.
- 2.5 The next screen provides a summary of the invitation to tender documents including the respond by date and time. The tender documents should provide all the information needed to prepare and submit a valid tender.
- 2.6 Close the document and **Click 'Finish'**.
- 2.7 Log out of The Chest.

### Step 3: Submitting a Response

- 3.1 Repeat steps 2.1, 2.2 and 2.3 above.
- 3.2 **Click on 'Response Wizard'** at the bottom of the page → **Click 'Next'**.
- 3.3 On the next page complete the 'My Reference' and 'Tender Information' boxes. The 'My Reference' box could be completed with the text '(Name of Company) – (Name of Tender) Response'. The 'Tender Information' box should contain a brief description of your response including a named list of all attachments submitted. The 'Additional Comments', 'Delivery Period' and 'Prices Firm Until' boxes can be left blank → **Click 'Next'**.
- 3.4 **Click 'Add'** to attach your response → **Click 'Browse...'** → Find your response document within your personal folders and **Click 'Open'** → **Click 'Save'** → **Click 'Next'**.
- 3.5 **Click on 'Yes'** to accept Wigan Council's General Terms and Conditions of Purchase → **Click 'Next'**.
- 3.6 **Click 'Submit Response'** → **Click 'Submit Response'** again → **Click 'Finish'** → **Click 'Finish'** again → **Click 'Close'**.
- 3.7 Logout of The Chest.

