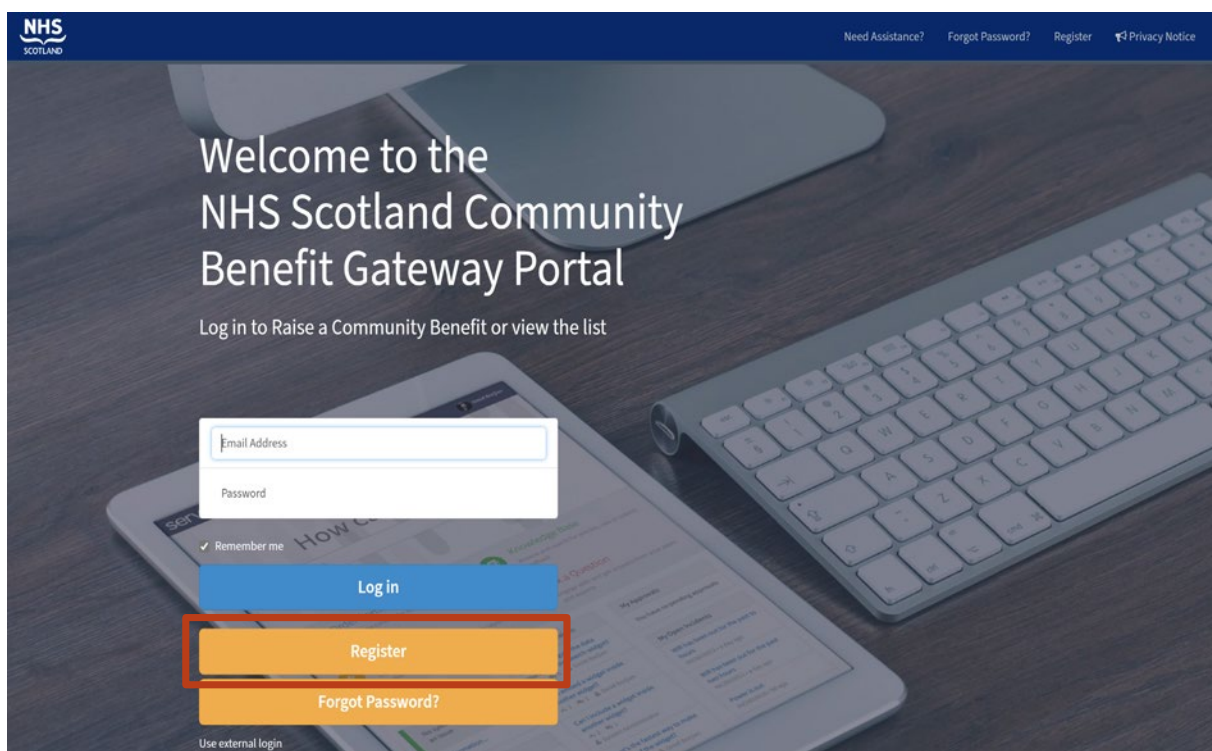


## Step-by-step guide for suppliers

### How to access the NHSScotland Community Benefit Gateway portal

- 1) Please access the Community Benefit Gateway (CBG) portal here:  
[nhsnss.service-now.com/community\\_benefit](https://nhsnss.service-now.com/community_benefit)
- 2) Click 'Register'.



3) Please complete the registration form.

Register

Please fill in this form to create an account.

First Name

Last Name

Email Address((preferably organisational email address))

Confirm Email Address

Contact Number

Organisation Name

Company Registration Number

Charity Registration Number

Type of Organisation -- select an option --

The third sector includes voluntary organisations, charities, social enterprises, co-operatives and community enterprises. They are mainly to provide benefits for society or the environment.

Third Sector

Supplier

Register

This box is for **suppliers only**

This box is for **third-sector organisations only**

Choose your **type of organisation** from the drop-down list

4) Once registered, you will receive an automated email. Please follow the instructions in the email to access the portal.

## How to access the CBG list of needs

- Once you have logged in to the portal you will see a landing page like the one below.
- Click on the blue banner to access the Community Benefit Gateway list.

**NHS SCOTLAND** Need Assistance? Privacy Notice

### Hi, how can we help?

The Gateway has been developed and is hosted by NHS Procurement and Public Health Colleagues to facilitate mutually beneficial outcomes between the Scottish 3rd Sector and NHS Scotland suppliers. Whilst NHS Scotland representatives will publicise the availability of the Gateway to all relevant parties, and may report the benefits that arise as a result of use of the Gateway, NHS Scotland bodies do not carry out any checks on the participants or services offered by suppliers, however there may be confirmatory checks on projects identified before addition to the Gateway. Procurement of any services, and any contracts between participants, will be matters for participants and will not involve NHS Scotland bodies.

**Community Benefit Gateway List**  
View the request on the Community Benefit Gateway

- You can scroll down the list or use the filters at the top of the page to narrow down your search.

### Community Benefit

Any	Organisation Search	Location Search	Beneficiaries
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Name	Number	Organisation	Location	Project target start date	Beneficiaries	Request
Development of Female Pathway.	CBM0000209	AMS	NHS Fife	2024-02-01	Children and Young People, Local community, Staff	<a href="#">Place Bid</a>
<b>Description</b>	To increase female participation in football in a safe and fun environment, and to implement a sustainable pathway for females to progress from age 5 to 18 years of age. Support need for more equipment (goals, bibs, balls, cones etc) Staff training (SFA Qualifications) Facility hire, Registration Fees, training and playing kits.					
<b>Expected project impact</b>	Social inclusion, In Active to active, and improvement to physical and mental health / Wellbeing					

- If you need support following registration please click the the 'Need assistance?' link at the top right of the screen. For pre registration information please email [nss.combenstriage@nhs.scot](mailto:nss.combenstriage@nhs.scot)

**NHS SCOTLAND** Need Assistance? Forgot Password? Register Privacy Notice