





Step-by-step guide for third-sector organisations

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
- 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			
This box is for suppliers only	Company Registration Number			
This box is for third-sector				
organisations only	Charity Registration Number			
Choose your type of organisation from the drop-down list	Type of Organisation select an option The third sector includ select an option enterprises, co-operati Third Sector mainly to provide benefits for society or the supplier			
	Register			

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

How to submit a community need

- 5) Once you have logged in to the portal you will see a landing page like the one below.
- 6) Click on the red banner to register your community need.

SCOT	15 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.
	Register a Community need Use this to register a need on the community benefit gateway

7) Complete the community need form and click 'Submit' and ... that's it!

Community need	Search Catalog	0
Community need	(Sut	omit
Name		
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Organisation		
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Organisation details 🛛		

8) 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

NHS	Need Assistance?	Forgot Password?	Register	📢 Privacy Notice