

Supply4NWFire User Guide

www.supply4nwfire.org.uk

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Buyer Profile

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Home	Buyer Profile		
Buyer Profile 👻		Introduction Organisation Details Contact(s) Detail	
Introduction		Purchase Plans Future Tenders/Planned Procurements	
Organisation Details		Current Tenders/Current Procurements	
Contacts Details		Past Tenders/Awarded Procurements Other Information	
Purchase Plans	Andrea Alexadore		too.
Future Tenders	Introduction		top
Current Tenders	Welcome to North West Fire and	Rescue Services on Detta.	
Past Tenders	This 'Buyer Profile' and the 'How	· We Do Business' section have been compiled to assist potential sup	pliers, contractors
Other Information	and consultants who wish to do	business with us.	
How we do business	Follow the relevant links at the k	ottom of the Supply4N/VFire homepage to browse our corporate sites	\$.
	Follow the "Search Opportunitie:	s' link to browse our current list of opportunities.	
Events B'	Suppliers can register online via	the "Supplier Registration" tab to receive email updates on opportunitie	s that match their
Links 👩	capabilities. Registering your inte	erest online at www.supply4MW/Fire.org.uk enables suppliers and buye	rs to fast track the
Contact us	procurement process and great	ly reduce tendering costs.	
Log in	Guides and a FAQ section are a	vailable to make www.supply4NWFire.org.uk as user friendly as possib	xle.
ell ander se al Kalo	Explore the navigation bars on the	he left and above to find your way around the site and see what else	it has to offer.
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	Organisation Name:	North West Fire and Rescue Service	
		Cheshire Fire & Rescue Service Maadamatera Sedlar Dd Marefard	
		Cheshire, CM7 2FQ	
		TEL: 01606 868700	
		Greater Manchester Fire and Rescue Service	
		Headquarters 146 Botton Road	
		Swinton, Manchester	
		M27 8US 0161 736 5666	
		Lange the First and Descent Con-	
	Address:	Lancashire nire and Kescue Service Headquarters	
		Garstang Road	

- An introduction to the North West Fire and Rescue Services, as well as providing the relevant contact point for every associated fire and rescue authority.
- This section also contains details about the purchasing practices of the buyers, as well as a selection of products that the North West Fire and Rescue Services commonly purchase.
- The Buyer Profile also displays contract opportunities that have been advertised by the North West Fire and Rescue Services, along with current notices that have been published.

How We Do Business

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	O Search Opportunities Buyer Registration Supplier Registration Registration	(?) Help and Guides
Home	How we do business	
Buyer Profile 👻	Introduction	
How we do business Events el	 For the purposes of procurement, the NMFRS is made up of Cheshire, Greater Manchester, Lancashire and M Fire and Rescue Services. Collectively, we spend approximately (SSIm per appum op pools and services approximately). 	Nerseyside
Links đ	¹ than 200 contracts. This guide has been compiled to assist potential suppliers, contractors and consultants with the second statement of the se	ho wish to
Contact us:	do business with us and should be read in conjunction with the 'Buyer Profile' at http://supply4nwfire.org.uk/eg	i-gen
Login	- http://www.on-wiew_prome-solid=260635368mop	
G" = external link	What do we purchase? NWFRS purchases a wide range of products and services. These include: If supplies a services Uniform PPE Equipment Yehicles a spares Cleaning Planned and reactive maintenance Travel services (including car hire, hotels, air and rail travel) Management consultancy Training and development Estate services Stationery and consumables Print Furniture and furnishings Hit and Health Services	
	How do we find suppliers?	
	On some occasions, it is pertinent to select a supplier from an existing framework agreement, such as those j the Government: Procurement Service (http://www.kuyingsolutions.gov.uk). On these occasions, it usual to u mini-competition between the providers listed on the framework.	orovidied by ndertake a

- Additional guidance for suppliers that more specifically details how the North West Fire and Rescue Services interacts with suppliers. Also outlined, is more information about evaluating submitted Tender bids and selecting suitable suppliers.
- General North West Fire and Rescue Services terms and conditions are also provided in this section of the site.

Events



- Details of relevant events, such as procurement workshops and exhibitions that may be of benefit to a supplier wishing to engage with the North West Fire and Rescue Services.
- This section is provided by BiP Solutions Limited <u>www.bipcorporate.com</u>

Links

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- Web-links for relevant UK Public Sector bodies.
- This section is provided by BiP Solutions Limited <u>www.bipcorporate.com</u>

Contact Us

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Home Buyer Profile T	Contact us
How we do business	North West Fire and Rescue Services Heads of Procurement:
Links 🛛	Cheshire FRS - Tim Broughton; broughton@cheshirefire.gov.uk
Log in 0 [°] = external link	Greater Manchester FRS - David Merridale; merridaled@manchesterfire.gov.uk
	Merseyside FRS - Sharon Matthews; sharonmatthews@merseyfire.gov.uk
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• The 'Contact Us' section provides contact details for the Head of Procurement within each of the member authorities of the North West Fire and Rescue Services procurement portal www.supply4nwfire.org.uk.

1) Click on the 'Search Opportunities' action button



- 2) Enter the appropriate search criteria
 - Keyword
 - Date Range
 - Organisation (apply filter to see only opportunities posted by the selected authority)

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3) View the results of the search and select "View" to see the full notice text

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4) To respond to the notice, log-in using the access point provided at the foot of the notice text, or if you are not a registered supplier, please select the "Supplier Registration" button at the top of the screen and proceed through the registration journey. Instructions on how to register are provided on Pages 12 and 13 of this guide.

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Buyer Registration

1) Click on the 'Buyer Registration' action button



2) Familiarise yourself with the text provided on the page so you understand the benefits of registering to be a buyer with the North West Fire and Rescue Services, and also other potential features that are available as a buyer. If you would like to proceed with registration please select "Sign Up Now"

Sign Up Now

3) Proceed to enter the details requested, personal details about the individual user and then followed by details about the organisation. This includes contact details and also requires you to enter information regarding the business activities of the organisation.

	Image: Separation of the separa
Home	Sign Up Step Two Enter Details
Buyer Profile	* Step One Step Two Step Three
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Evente	Currently, buyers are being challenged to do more with less. Supply North West Fire eSourcing can help you
Linke	deliver efficiency savings, cut budget spend, become more transparent and engage with suppliers more
Contacturi	ettectively. Deta eSouring provides you with a range of tools and resources to streamline your procurement practices and processes and offers you flexibility to use some or all of the tools for delivery of the law stream
	Personal Details Heter names First Name Email/Username Confirm Email Password Confirm Password Confirm Password
	Password Hint Control Position Control

4) Ensure that you read the full terms and conditions provided and then select "Signup" to complete your registration.



5) Once you have successfully registered, you should receive an email informing you that your request to join the consortia has been received and you will receive a further confirmation within 24 hours confirming your acceptance as a buyer in the Supply4NWFire consortia.



6) Once the request has been received it will be reviewed by one of our team, and if your organisation is accepted onto the consortia, you will receive a further confirmation email.



Supplier Registration

1) Click on the 'Supplier Registration' action button



2) Familiarise yourself with the text provided on the page so you understand the benefits of registering to be a supplier with the North West Fire and Rescue Services, and also other potential features that are available to a supplier. If you would like to proceed with registration please select "Sign Up Now"

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3) Proceed to enter the details requested, personal details about the individual user and then followed by details about the organisation. This includes contact details and also requires you to enter information regarding the business activities of the organisation.

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Buyer Profile How ve dio business Events G ⁿ Unks G ⁿ Centist us Log in d ⁿ — external link	Step One Choose User Type Step Two Exer Details Step Three Confirmation As a Supply North West Fire eSourcing supplier you are joining the free Select community offering you a pan government marketing tool to promote your company to over 2200 public sector lowers who actively use the Select online supplier Information Database to research the market place for suppliers who can meet their delivery requirements. Complete the standardised questionnaire and then use t multiple times for blidding for contract opportunities. In order that buyers meet all their regulatory & social responsibilities the ability to demonstrate compliance is increasingly important for suppliers and you can upgrade your supplier profile to Select Accredit status further demonstrating your compret's strengths and fitness to do business with the public sector.
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4) Ensure that you read the full terms and conditions provided and then select "Signup" to complete your registration.

Signup

5) A message should be displayed informing you that your registration has been successful, and this should then be followed by a confirmation email with some additional information about the service. This will be sent to the email address provided on the registration form.



6) If you are already registered with the Delta e-sourcing platform, you will be presented with the option to join the North West Fire and Rescue Consortia. Once you have accepted this, you will automatically be added and will be able to log-in with your existing details. A confirmation email will also be sent as soon as the registration has been processed.



Help and Guides



- Documentation available to assist a buyer or supplier to navigate the North West Fire and Rescue Services procurement portal, and allow them to benefit from the full functionality of the site. Instructions on how to register are also included within this section.
- A selection of Frequently Asked Questions (FAQs) with suitable answers, are also available in this section.
- If you have any other questions, please contact our helpdesk directly by calling 0845 270 7050 or via email at nwfire@delta-esourcing.com

Associated Authority Links

On the Home page the logos of the members of the North West Fire and Rescue Services participating in the Supply4NWFire portal are displayed. These are clickable and will direct a user to the authority's own home page. More information regarding the individual authority will be available within these pages.

The participating members are the **Cheshire Fire and Rescue Service**, **Merseyside Fire and Rescue Service**, **Lancashire Fire and Rescue Service**, and the **Greater Manchester Fire and Rescue Service**.







