



PROCURING FOR YOU

WORKING WITH NEPO: A GUIDE FOR CONTRACTED SUPPLIERS



IT'S OFFICIAL!

We are delighted to welcome your organisation to NEPO's community of contracted suppliers. Your organisation joins a growing network of suppliers delivering NEPO's procurement portfolio.

This guide has been developed to maximise our new relationship and create positive outcomes for our shared customers.

SHARING OUR SUCCESS

Do you have a success story to share? We'd love to hear from you so that we can promote your good news across our communication channels.

It doesn't have to be a big launch or multi-million pound deal, we can share simple tweets about your support for a local charity or new apprentice placement. You may have a suggestion for a case study that showcases how SMEs can win public sector business, or how you've engaged with local supply chains.

Simply contact the Communications team at comms@nepo.org or mention us in your tweets [@NEPOprocurement](https://twitter.com/NEPOprocurement) and we'll take it from there.

 nepo.org

 [@NEPOprocurement](https://twitter.com/NEPOprocurement)

 [NEPO](https://www.linkedin.com/company/nepo)

 [Supplier newsletter](#)

NOT SURE WHAT TO SHARE?

- Initial announcement on being awarded the NEPO contract, example available on our website
- New services/products available to our customers
- Recognition through awards or industry accreditation
- Positive social value outcomes being delivered as part of our relationship (e.g. work in the local community, education programmes)
- Growth and development within your business (e.g. apprenticeships, new jobs, expansion)
- Testimonials and case studies from public sector customers



GROWING YOUR BUSINESS

NEPO's core membership comprises the 12 North East local authorities, but did you know that NEPO operates an **associate membership scheme** that allows the wider public sector to access many of our procurement solutions?

Through this free-of-charge scheme, public sector organisations across the UK can save time and money by accessing NEPO's legally-compliant procurement solutions.

Please refer to any potential public sector customers to the NEPO associate membership scheme. We recommend that they visit the NEPO website and [complete an enquiry form](#) as a first step, or simply get in touch at associates@nepo.org. Please note that they must sign-up as associate members prior to accessing NEPO's contracts.

NEPO's associate membership is available to any UK contracting authority including:

- local authority councils
- educational establishments
- NHS bodies
- registered charities
- registered social landlords
- central government departments and their agencies

A list of current associate members is available on the [NEPO website](#).

BRANDING

Contracted suppliers are welcome to use the NEPO logo in their promotional material. We've also developed a logo especially for suppliers to show that they are working with us. You can download the logos and associated guidance from the [Supplier Resources section](#) of our website.



ACCESSING SUPPORT



NEPO is committed to developing the public sector supply base and works closely with North East local authorities to provide practical support and guidance.

NEPO Business Club is a programme of free training for suppliers interested in improving their tendering skills. Included in this programme of support is free training and guidance on using the NEPO Portal, the tendering system used by NEPO and the North East local authorities.

Find out more at www.nepo.org/suppliers/participate.

Staying in touch: NEPO has a defined approach to contract management and will be in regular contact to discuss progress with you. Most of our contracted suppliers will also be contacted every quarter with a request for spend information so that we can calculate any rebate.

Each contract has a dedicated Procurement Coordinator. **If you are not sure who this is, then please get in touch with NEPO: hello@nepo.org**