

Selling to

# Cornwall Council



**Welcome.....**  
**July 2016**

## **Introduction to the Cornwall Council Supplier Newsletter**



Welcome to Cornwall Council's new Supplier Newsletter.

This Newsletter is being sent to everyone who has supplied the Council with goods, works and services over the past two years.

I am pleased to be writing to you following the approval and publication of the [Council's Commercial Strategy](#) earlier in the year. This newsletter is one part of the strategy that is aiming to help the Council get more involved and engaged with key stakeholders, which includes the businesses and organisations who supply us with goods, works and services.

As one of these suppliers you are either directly, or indirectly, helping to deliver essential public services across Cornwall.

The aim of this new quarterly Newsletter is to keep you informed about changes to strategies, policies and systems as they happen so we can help you to deliver your goods, works or services more effectively in the future. The first article below is also an opportunity for you to let us know how you think we are doing through the survey. I would also be interested in hearing from you if you have any particular articles or information that you think we could include in these updates or elsewhere.

I know that communications with our 6000+ suppliers has been limited in the past. So we are publishing this newsletter on an "opt-out" basis to help us to deliver consistent messages.

You are free to unsubscribe at any time, but I very much hope that you will see value in this new Newsletter and keep reading!

Yours sincerely,

*Kieran Topping, Assistant Head of Service (Commercial Services)*

## How do you find doing business with the Council?

We want to hear your views on how you find doing business with us.

Your comments - good and bad - will be used to help steer our Supply Chain Development Programme.

This is a great opportunity to ensure that your organisation's voice is heard in the design of the Programme's activities over the next three years.

Please complete this short online survey by Wednesday 27th July to make sure that you have your say. We will be publishing a brief summary of the results of the survey in the next edition of the Newsletter.

*THE TWO ARTICLES BELOW ARE RELEVANT TO ALL SUPPLIERS EXCEPT THOSE DELIVERING INDIVIDUAL CARE PACKAGES*

## Launch of the Council's Due North e-Tendering and Contract Management System

Have you been frustrated by having to submit lever arch files full of paper to bid for contracts with the Council? If so, don't worry as this will soon be a thing of the past – thanks to our Due North e-Tendering System.

The introduction of this new system means that all contract opportunities will now be advertised in a new place.

[Supplying the South West](#) is already used as the advertising portal for most South West Local Authorities. It is free to register, and a guide to registration can be found on the [Council's website](#).

We need all our suppliers to register on Supplying the South West as we will be using the system to manage many of our contracts with suppliers so please make sure you register as soon as possible.

## No Purchase Order, No Pay

Like other authorities we operate a 'No PO, No Pay' Policy meaning that all supplier invoices submitted for payment must quote a valid Purchase Order (PO) Number, with only a [small number of exceptions](#). **This policy will be fully implemented for all Supplier Invoices received from 1st August 2016.**

Please ensure that a Purchase Order Number is provided when accepting a request from the council to supply goods or services. This will be an 11 digit number starting with "2" e.g. 21000145837.

Please send Invoices quoting a valid Purchase Order Number to [Invoices@cornwall.gov.uk](mailto:Invoices@cornwall.gov.uk) for processing and payment.

If you do not provide us with a valid Purchase Order Number your invoice will be returned to you unpaid which may result in a delay in receiving payment.

## Unsubscribe

We hope that you have enjoyed reading this new Newsletter and you will be happy to receive future editions.

However if you do want to unsubscribe from future newsletters, or you feel you have received this Newsletter in error, please email [responsible.procurement@cornwall.gov.uk](mailto:responsible.procurement@cornwall.gov.uk) and you will be removed from future mailing lists.

However, please be aware that if we need to contact you with vital information regarding your contract in the future, we will still be using your contact details.

## Future Newsletters and Feedback

As this is the first edition of our new Newsletter we are keen to receive your feedback on how future newsletters might be improved. Please email any comments to [responsible.procurement@cornwall.gov.uk](mailto:responsible.procurement@cornwall.gov.uk)

[www.cornwall.gov.uk/supplierdevelopment](http://www.cornwall.gov.uk/supplierdevelopment)

## Contact us

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