

NePP Supplier Adoption Guideline Case Study

Council: Norfolk County Council

Activity: Giving local suppliers visibility and access

- Developed supplier website (www.norfolk.gov.uk/suppliers)

(Please note that the NCC website is being revamped and this address may change) including information on

- Strategies
 - Policies
 - Procedures
 - E-procurement
 - Could you be a NCC supplier – a self assessment checklist for suppliers
 - List of contract areas with contact details of buyers
- Standardised advertisement of Tenders in Local Press to one day (Thursday) each week. Local paper has changed Public Notices heading to Public Notices and Tenders. ESPO (purchasing consortium) publishes a list of Tender opportunities in the same place on a Thursday once a month.
 - Introduced online ordering from ESPO for stationery and general supplies
 - Introduced purchasing cards for low value transactions
 - Written to suppliers requesting BACS details to allow payment by BACS instead of cheque.

Contact for further information: anton.bull@norfolk.gov.uk