



Supplier registration guide

Your guide to joining Bloom.



Becoming a supplier



Registering with Bloom is free. It's also free to get accredited and to bid for opportunities.

As part of the community, you'll be on the radar for opportunities with clients from across the UK public sector. We'll let you know about opportunities via our Pro-Vide system, and you can choose whether to participate or not. You can also promote Bloom to your existing public sector clients, and advertise that you are accredited.

Using the NEPRO³ solution, clients choose to buy professional services through mini competitions or direct awards. We charge a 5% management fee for the project management and administration that we deliver. That includes helping the client select the right supplier for the outcome, ensuring smooth project delivery and all the administration of invoicing for payment. This fee is chargeable when the agreed milestones have been achieved.



Benefits of joining Bloom

Level playing field

The advantage to suppliers, especially smaller SMEs and VCSEs (voluntary, community and social enterprises), is that once they are registered and accredited with Bloom they no longer have to go through time-consuming pre-qualification stages, instead they compete on a level playing field against larger suppliers for contracts they might not otherwise have access to.

Simple & Free Accreditation

It's free to complete the registration and accreditation process and suppliers are also not charged for participation in bidding for opportunities.

The only charge is a 5% management fee for any services delivered.

Agile Marketplace

Our vendor neutral approach combined with our rich data and insights enables us to onboard suppliers at anytime and ensure a level playing field when identifying suppliers to meet client requirements.

Accelerated Route to Market

One of the fastest and most cost effective, enabling contracts to be compliantly awarded in as little as 13 days.

Fully Managed Service

We manage the end-to-end process for the procurement, contract management and payment of all professional services in accordance with milestone delivery.

Enable Social Value

Our solution delivers impact to local economies by enabling clients to open up procurement opportunities to SMEs and 3rd sector organisations whilst helping them embed their strategic objectives.

For suppliers, Bloom will open up the market, removing the traditional barriers of marketing and selling to public sector bodies.



020 3948 9400



enquiries@bloom.services



www.bloom.services





How to become an accredited supplier

Step 1

You will soon receive an email notification from Bloom with instructions on how to set your password and complete your registration.

If you have not received your email notification, please check your junk or spam folders.



Step 2

You will need to complete the requirements for accreditation. This takes around 30 minutes and provides us with all the information we need. We do recommend that you login regularly to update your profile. To complete the accreditation process you will need to provide:

- Full company details- inc. address.
- VAT number.
- A Professional Indemnity Insurance certificate, with a minimum of £1million value.
- Evidence of Public Liability and Employers Liability insurance where applicable.

Step 3

You will need to agree to;

Standard Terms & Conditions

Self Billing Agreement

Please ensure the following are completed;

- Confirmation of the NEPRO categories you will be registering for.
- Answer all the mandatory and legislative questions.
- Answer all the onboarding questions.


Step 4

Once you've submitted your Registration information, we'll review your company profile.

If we need any further details we'll get in touch, otherwise you will receive a notification of your successful accreditation along with our welcome pack.

Step 5

Once you have completed your registration and answered all the onboarding questions please email:

 suppliers@bloom.services

This will let them know you have completed the registration and to be fast tracked to accreditation.



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Organisation details

On the **Organisation Details** screen, you will need to fill in the remaining fields in the form marked with an asterisk *

Organisation Details

* Organisation Name	Devison Consultancy
* Dun & Bradstreet We use DUNs number provided by Dun and Bradstreet to identify suppliers throughout the process. There are no costs for a supplier to receive a DUNs number. You can find your DUNs number through a company search at https://www.dnb.co.uk/	975121321
* Country	UNITED KINGDOM
* Address	8A Barmoor Terrace
* City	Gatehead
* Postal Code	NE40 3BB
* Organisation Legal Structure	---
* Main Organisation Phone Number	795176234
* Organisation Email Address	ben.darrah@bloom-services
Web site	Bloom Test Supplier 03
VAT Number	Bloom Test Supplier 03



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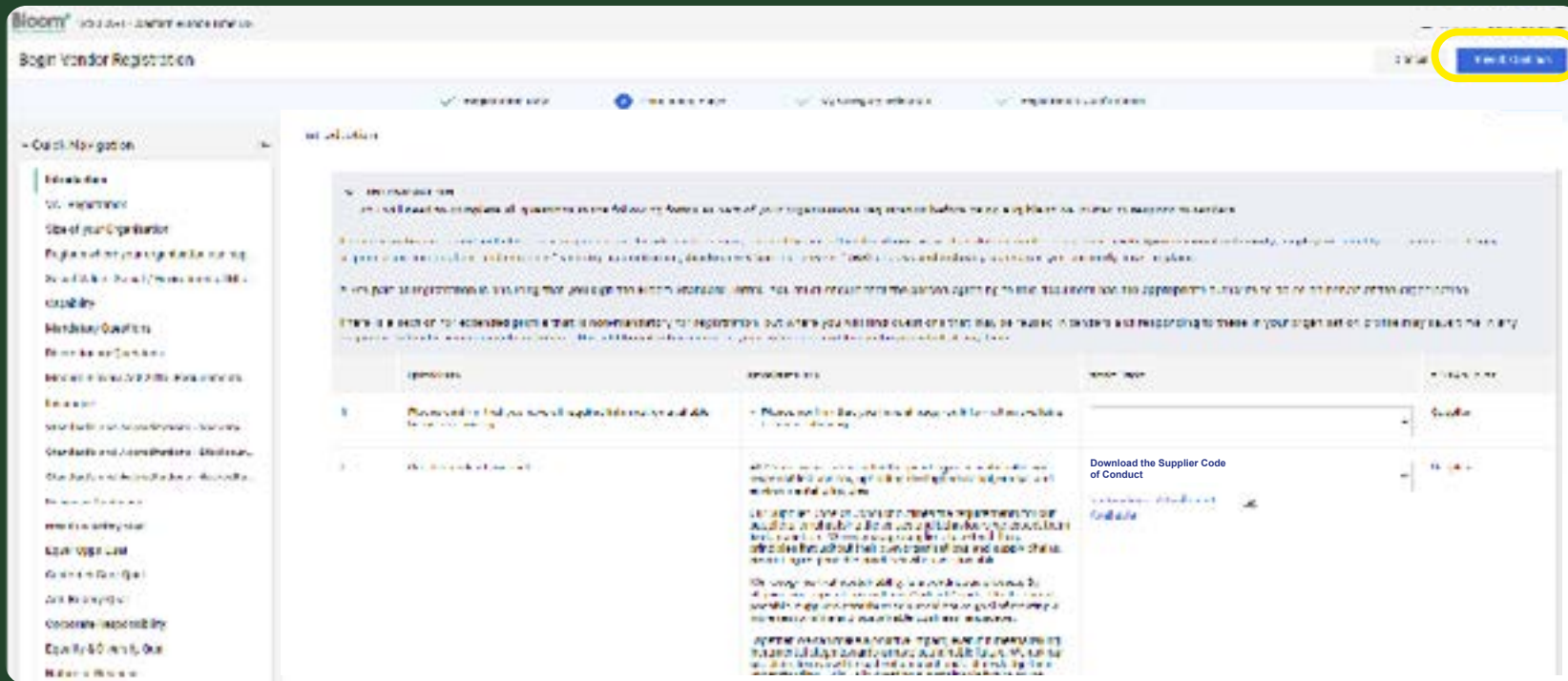
www.bloom.services



Registration questions

Once you have finished adding all your details you will be asked a number of Registration Questions. Please answer all questions as accurately as possible, and once you are finished, click the 'Save and Continue' button to move onto the next page.

Save and Continue



To access detailed information on the Supplier Code of Conduct and to download a copy for review, please click on the following link:



Basic profile form

1

VAT Status

If you are not VAT registered at the point of accreditation but become so at a later date, it is important you update your profile accordingly.

The screenshot shows a dropdown menu titled "Response". The current selection is "Yes - We are VAT Registered". The dropdown is open, showing three options: "Yes - We are VAT Registered" (highlighted in blue), "Yes - We are VAT Registered", and "No - We are not VAT Registered".

List the regions where your organisation can supply services.

The screenshot shows a form field with a "Label" header and a text input area. The text inside the input area reads "Regions where your organisation can supply services".

2

Supplier Regions

It is important to be specific as this will help determine which opportunities you are shortlisted for.



Capability section

In the capabilities section we ask you to provide a brief overview of your capabilities. The key to being shortlisted for mini-competitions is the completion of the capabilities section on Pro-Vide 2.0 and a high-quality extended profile.

Question	Answer	Response
Please provide a brief overview of your capabilities	Please provide a brief overview of your capabilities. This will be used to support your selection for future projects. Please provide as many keywords as possible to provide a detailed view of your capabilities.	
Have you completed the Health and Safety self-assessment?	Please download the Health and Safety self-assessment form to confirm that you have read and accept. Please get in touch with suppliers to confirm you have any queries.	<input type="checkbox"/>
Have you agreed the Self-Billing agreement?	Please download the attached Self-Billing Agreement and signed Pro-Forma to confirm that you have read and accept. Please get in touch with suppliers to confirm you have any queries.	<input type="checkbox"/>

Self-Billing involves submitting a billable value that is then approved by the client. At this point payment terms are triggered and Bloom generates a self-billed invoice on your behalf, accessible via the Bloom Finance Portal.

Once you sign up to self-billing with us any references you generate yourself are for your own internal records only. The correct process to follow is that once the payment request is approved and your self-bill invoice is available in the portal, you need to record the invoice reference in your own system. That will enable you to match the remittance and any management fee invoices. In addition, HMRC would expect you to quote the Bloom self-bill reference if audited, as this is the valid VAT document.

1

Fill in your capabilities and provide as many keywords in this box as possible.

2

To be accredited you must accept the Bloom T&Cs by selecting 'Yes'

3

You must also agree to the Bloom self-billing agreement by selecting 'Yes'



Mandatory questions

Question ID	Question Text	Answer Status	Action
1	Do you have a valid UK VAT registration number?	Not Answered	Answer
2	Do you have a valid UK company registration number?	Not Answered	Answer
3	Do you have a valid UK company registration number?	Not Answered	Answer
4	Do you have a valid UK company registration number?	Not Answered	Answer
5	Do you have a valid UK company registration number?	Not Answered	Answer
6	Do you have a valid UK company registration number?	Not Answered	Answer
7	Do you have a valid UK company registration number?	Not Answered	Answer
8	Do you have a valid UK company registration number?	Not Answered	Answer
9	Do you have a valid UK company registration number?	Not Answered	Answer
10	Do you have a valid UK company registration number?	Not Answered	Answer

These are a series of questions derived from the Crown Commercial Services Procurement Policy.

These questions cover legal, financial and regulatory requirements as set out in the policy.

Mandatory questions are pass or fail. You must be able to answer **No** to all questions and you will not be able to proceed to the next phase until you have completed all mandatory questions.

If you cannot answer **No**, or you have any questions, please contact suppliers@bloom.services for advice.



Insurances

In this section you will be asked what type of insurances you hold.

If you hold an insurance, you will need to give detail the level of cover, expiry date and confirm if you would increase the cover for a specific project requirement.

You will also need to upload the valid certificates.

NB. This information must be kept up to date once your accreditation has been approved as it will be used as part of project qualifications.

QUESTION	DESCRIPTION	REFERENCE	EDITABLE BY
1	What levels of professional indemnity insurance cover do you currently hold?	1. What levels of professional indemnity insurance cover do you currently hold?	Supplier
2	When does your current professional indemnity insurance cover expire?	2. When does your current professional indemnity insurance cover expire?	Supplier
3	Please confirm if insurance is in a 'Tier 0' claim basis	3. Please confirm if your insurance will indemnify the contractor when it comes to a 'Tier 0' claim?	Supplier
4	Would you be willing to increase the level of professional indemnity?	4. Would you be willing to increase the level of professional indemnity cover you hold to meet the needs of a specific requirement should you be successful in being awarded the work?	Supplier



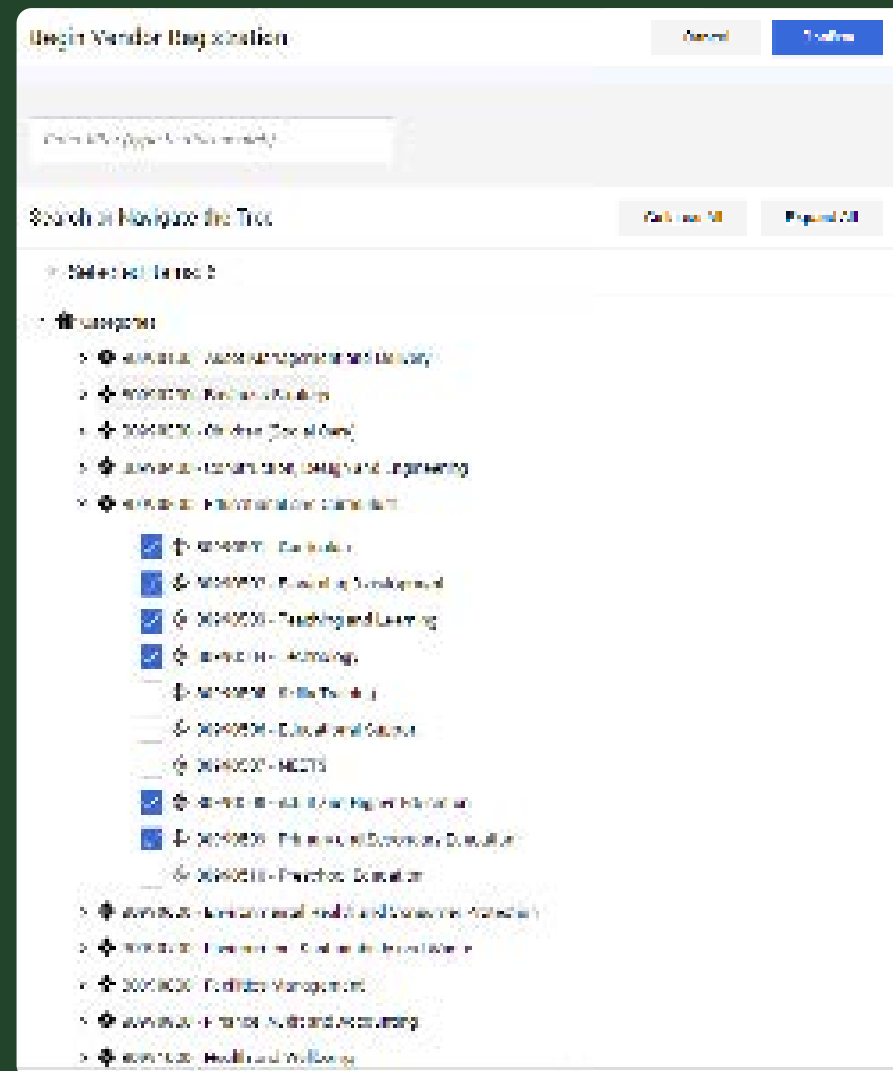
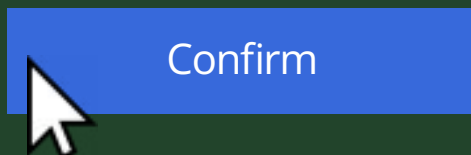
Category selection

In the Category Selection area you will need to select all the categories your organization can provide services under.

It is important that you select the right categories. Think of the categories as capabilities, not vertical markets. You should select categories based on whether your organisation have delivered and have the capability to deliver such a service.

When you select a service category, a drop down will appear with all the sub-categories. From here, use the tick box to select the categories which be apply to the services you can offer.

Once you have selected all your categories click the **'Confirm'** button at the top right-hand side of the page.

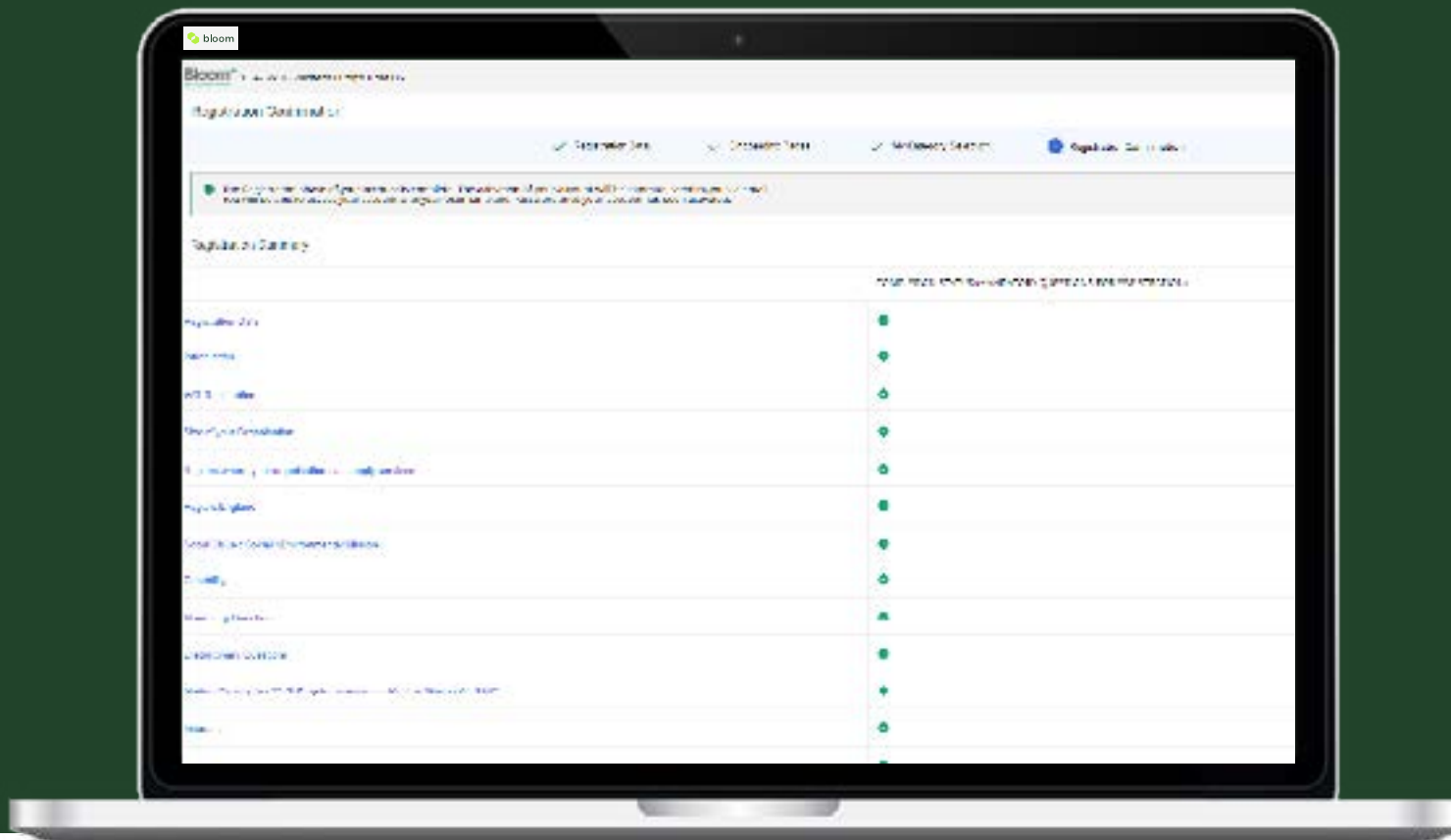




Registration confirmation

Your registration is now complete.

We now ask that you email suppliers@bloom.services to let them know you have completed the registration process and you wish to be fast tracked to accreditation.





Supplier Code of Conduct

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY	
1	Please confirm that you have all required information available before continuing	* Please confirm that you have all required information available before continuing	<input type="text"/>	Supplier
2	Supplier code of conduct	<p>At Bloom, we are committed to operating as a sustainable and responsible business, upholding the highest social, ethical, and environmental principles.</p> <p>Our Supplier Code of Conduct outlines the requirements for our suppliers, emphasising the values and behaviours we expect them to demonstrate. We encourage suppliers to extend these principles throughout their own organisations and supply chain processes.</p>	<input type="text"/> Please Click Here to Download the Supplier Code of Conduct	Supplier

1

Familiarise Yourself with the Code

Take the time to thoroughly review our Supplier Code of Conduct. This document serves as an aspirational guide, outlining the values, principles, and behaviours we expect from our suppliers. It provides a clear understanding of our commitment to social, ethical, and environmental responsibility.

2

Acknowledge Understanding

Once you have reviewed the Supplier Code of Conduct, please confirm your understanding. You can do this by selecting "Yes" in the the acknowledgement box on the registration form.

3

Applying Principles to Your Operations

As a responsible supplier, we encourage you to incorporate the principles outlined in our Supplier Code of Conduct into your business operations and supply chain. We understand that every business is unique and may be at different stages of it's sustainability journey. Therefore, working with us does not require you to meet or adopt all the principles immediately.

We recognise that sustainability is a continuous process, and we value the efforts you make towards promoting ethical practices and striving for improvement. By aligning your operations with our Code of Conduct to the extent possible, you contribute to our collective goal of creating a more responsible and sustainable business landscape. Together, we can make a positive impact, even if it means taking incremental steps towards a more sustainable future.

By acknowledging our Supplier Code of Conduct, you become an essential part of our mission to create positive change and contribute to a responsible business ecosystem that benefits everyone.

[Click here to view the Supplier Code of Conduct](#)