



Uploading New Insurance Certificates to the Supplier Portal

1. Once Logged in to the system, Select the **Supplier Registration Form (SRF)**

7 Days 30 Days **12 Months** All

| Title | Event Type | Closing Date |
|--|------------|--------------|
| Supplier Registration Form (SRF) | SRF | |

Involvement Calendar

May 2025 Upcoming 16/05/2025

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----------|-----|-----|
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

2. Select the **Questions** Header and choose **Section 4. Legal**.

Please ensure you **Save your responses** after adding to the **Form**.

SRF Management

Questions

Header Messaging **Questions**

On Behalf Of: **Turning Point Manchester**

Highlight Unanswered Mandatory Questions

1. Introduction 2. Area of Supply 3. Contacts 4. Legal 5. Security Assurance 6. Confidentiality & Ethics 7. Submit

Supplier Registration Form

If you would like to be considered as an 'approved' supplier for Turning Point and its affiliate companies, you are asked to read the information below before completing our online application form.

In order for your application to be processed and administered by Turning Point staff you will be asked to provide some key company details. This will include information relating to key contacts.

If you agree and consent to the use of the requested data, please proceed to the next tab to start your online application.

Please note that securing a position on our database as an 'approved' supplier does not provide a guarantee of work.

The supplier database will also be subject to on-going review.

Information can be provided upon request through the 'Messaging' tab or 'Contact Us' form.

Should your application be successful then a member of Turning Point will contact you accordingly to discuss next steps.

Please complete the required form by completing all requested information in Tabs 1 to 5.

Upon pressing 'Submit' in Tab 6 your request will be sent to a Turning Point Procurement representative who will calculate your 'Risk of Supply' score based on your D&B report.

Should your application be successful then a member of Turning Point will contact you accordingly to discuss next steps.

Save and Continue

3. In this tab you will be able to upload your Insurance documents. Please attach the documents by using the **Add Files for Upload** link below.

Once you've uploaded a new Insurance Certificate, please amend the Insurance End Date next to it.

If you have any questions, please contact the Procurement team directly.

4.2.1 Insurance

45.

Turning Point's minimum level of cover for Public Liability Insurance is £5m for any one event. Do you have the appropriate level of cover? If "Yes" Please see below

Please Note: If you select "No" you won't be able to complete the 307 Contract Document for further information.

- Yes
 No

Clear Answer

Attach a file to this question:

Add files for Upload



Please select the end date of the Public Liability Insurance



Clear Answer

Contact the Procurement team using this email:

procurementhelpdesk@turning-point.co.uk