



# Help with completing our Supplier Registration Form (SRF)

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

Sourcing Dashboard All Projects

7 Days 30 Days **12 Months** All

### Event Summary

Title	Event Type	Closing Date
<a href="#">Supplier Registration Form (SRF)</a>	SRF	

### Event Management

- [You are invited to respond to Supplier Registration Form \(SRF\) \(SRF\) which is a live document](#)
- [You have responded to Supplier Registration Form \(SRF\) \(SRF\)](#)
- [You are invited to respond to 0 live Quick Quotes](#)

### 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

### Event Summary

Title	Event Type	Closing Date
<a href="#">Supplier Registration Form (SRF)</a>	SRF	

## Event Management

[You are invited to respond to Supplier Registration Form \(SRF\) \(SRF\) which is a live document](#)

2. Select the **Questions** Header and complete the below **1 – 7 Tabs** below starting with **Introduction**. Please ensure you **Save and Continue** after each tab.

Header   Messaging   **Questions**

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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

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### 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.

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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.

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**Save and Continue**

*Questions suffixed with an asterisk (\*) are mandatory and should be completed prior to your final submission.*



3. Throughout the form you will be able to upload documents to certain questions, by attaching them as below

#### 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 SRP. Contact Procurement for further information.**

- Yes  
 No

**Clear Answer**

Attach a file to this question: **Add files for Upload**



4. After completing all 7 Tabs please **Submit Responses** as below. If you have any problems, please contact the Procurement Helpdesk.

Header   Messaging   **Questions**

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On Behalf Of: **Turning Point Manchester**

Highlight  Unanswered Mandatory Questions

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

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Please ensure that you completed all the required questions.

Ensure that before navigating away you Save or Submit your responses. You may do this as many times as required.

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Save Responses

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*Questions suffixed with an asterisk (\*) are mandatory and should be completed prior to your final submission.*

**Submit Responses**



Contact the Procurement team using this email:

**[procurementhelpdesk@turning-point.co.uk](mailto:procurementhelpdesk@turning-point.co.uk)**