

SUPPLIER ENROLMENT GUIDANCE DOCUMENT

Thank you for your interest in registering as an approved Comensura supplier or extending your current Comensura client profile.

Please take the time to read this document in full before submitting any documentation. The process requires submission of ALL documents UNAMENDED.

Note: preference will be given to suppliers who follow the process below as we are able to process their registration more swiftly and failure to comply fully will result in your registration request being rejected and all documentation destroyed.

If you have any questions having read this document, please read the Supplier Enrolment FAQ document available to access or download from the 'Client Documents' section of the Admin page of Comensura.net.

Stage 1

Establishing which Clients & Job Categories You Can Supply

- Please click on the name of the client you are interested in supplying.
- You will find on the client page details of the generic job descriptions Comensura manages for this client.

NOTE: Please only progress with an application if you believe you can actively fill vacancies for that client based on your locality and the types of workers you supply.

Stage 2

Downloading & Completing the Documentation

To supply to any client you must:

- (a) confirm you have the correct insurance levels; and
- (b) agree to the terms of the Supplier Agreement; and
- (c) agree to the rates as set out on the Rate Agreement.

NOTE: none of the documents are negotiable & must be signed without amendment in accordance with the below guidelines

Downloading the documents

Please save each of the documents listed under the client as an attachment to your computer. For each client you must complete a Supplier Agreement, a Rate Agreement and an Enrolment Coversheet. Failure to submit all three pieces of documentation for each individual client will result in your application being rejected.

Completing the Enrolment Coversheets

Enter all of your company details into the fields provided on the coversheet. Please confirm you have the required Insurance in place on the Insurance Coversheet. Please then attach copies of all three of your company insurance certificates - one for each of the listed policies. Failure to attach the certificates will mean your application is automatically rejected.

Completing the Rate Agreements

Enter your company details into the fields provided on the Rate Agreement and select the categories you wish to supply. The rates are fixed and any amendment will result in your application being rejected.

Completing the Supplier Agreements

Please enter your full company details into the fields provided on the Supplier Agreement and arrange for the document to be signed by an authorised signatory for your company.

Deeds

Some of the Supplier Agreements must be signed as a Deed as opposed to being signed under hand. This will require either (a) the company seal being applied together with a witness signature OR (b) the document being signed by two directors or a director and the company secretary. **Please check the text of the signature block as your documents will be rejected if they are not signed in the correct format.**

Collateral Warranties

Where a Supplier Agreement contains a Collateral Warranty including Islington and Southwark you must ensure that this is also signed and signed as a Deed. Your documents will be rejected if this part of the contract has not been completed. All Collateral Warranties must be signed as a Deed – see above.

Amendment to the Text

Each Supplier Agreement has been drafted with the input of our clients and insurers and we believe fairly reflects the obligations of each party. As such any document with amended text will automatically be rejected.

Your standard Terms & Conditions

Please do not submit any standard terms and conditions with your application. Your application will be rejected on the basis that the Supplier Agreement contains all terms and conditions relating to the supply.

Covering Letters

Please do not submit any covering letters with your application. Your application will be rejected on the basis that the Supplier Agreement contains all terms and conditions relating to the supply.

Stage 3

Submitting the Documents

Returning the Documents

Once completed, Registration Forms and Applications should be emailed to: enrolment@comensura.co.uk (These must be in the form of either PDF or TIF files) or alternatively posted to: Comensura Supplier Enrolment Program, Comensura Ltd, 800 The Boulevard, Capability Green, Luton, LU1 3BA.

Note, documents received by fax will not be processed and will be subsequently destroyed.

Stage 4

Updates & Further Information

Status Notification

All applicants will be notified of the status of their application within four weeks (6 weeks for postal applications) of the successful submission of all documentation. Please do not contact Comensura to request an update as this delays rather than expedites the process.

Further Assistance

Please download a copy of the Supplier Enrolment FAQ document available to access or download from the 'Client Documents' section of the Admin page of Comensura.net if you have any further questions.