

EFM Minor Works – User Guide for Suppliers

1. Introduction

- A supplier's journey into the EFM Minor Works portal begins after they are contacted by an estates manager with a link to access the portal.
- Through this link the supplier will be able to onboard with the EFM framework via the *Supplier Registration Form*.

2. Supplier Onboarding

The supplier will follow the link provided by the estates manager and will be asked to complete the *Supplier Registration Form*. This form will ask for important contact information as well as for the supplier to upload the relevant insurance policy documents to ensure the awarding of the contract is compliant. The steps to correctly fill out the form are outlined below.

Filling out the Supplier Registration Form:

- The supplier is asked to fill in some **contact details** including their first name, last name, email address, job title and company name.
- There is then an option to select the **type of minor works** which are to be undertaken. This comes in the form of a tick box (where multiple options can be selected) and includes an option named *Other* for more specific jobs than the ones shown initially.
- For each type of minor works that is selected, the supplier will be asked to specify their **standard average day rate** (in GBP).
- Finally, there is a field which requires the supplier to **upload a copy of their insurance policy document** to the portal, as well as fields in which the supplier must specify their **insurance policy number and name**. These documents will be checked by EFM to ensure compliance.
- Before submitting the form, the suppliers must tick a box by which they confirm that they have read and understood the **Terms and Conditions** of the portal. A copy of this document can be accessed by clicking the available hyperlink within the form. This is also the case for the **Privacy Policy**.

3. Next Steps

- After the form has been submitted by the supplier, and all the relevant documents are checked by EFM, the supplier will be notified via email that they have been successfully onboarded into the framework.
- The supplier will then privately contact the estate manager they received the minor works portal link from to inform them they have been onboarded. The estate manager can then book the works through EFM to efficiently and compliantly direct award their works to the specific supplier.

If you have any further queries, please get in touch via email at minorworks@everythingfm.org