**LB Sutton and Achieving for Children Royal Borough of Kingston and London Borough of Richmond) Passenger Transport Services**

We are pleased to announce that the portal to join the London Borough of Sutton and Achieving for Children (AfC)’s new Dynamic Purchasing System is now open. This means that you can now visit SProc.Net ([www.SProc.Net](http://www.sproc.net/)), register your company and complete your Accreditation and Enrolment.

By completing your Accreditation and Enrolment and becoming an approved provider for the London Borough of Sutton and AfC, you will have access to the £9.5 million annual spend, and the opportunity to win routes across the Royal Borough of Kingston, the London Borough of Sutton and the London Borough of Richmond.

You can access all documentation about this opportunity on <http://demand.sproc.net/Clients>. Here you can access all legal documents, details of the Entry Criteria, a copy of the Market Engagement Event slides, and helpful information booklets to guide you through the process. For your ease, we have attached the Application Guide, as well as the User Guide, which will provide you with a step-by-step breakdown of the Accreditation and Enrolment process.

**Accreditation and Enrolment Drop-in Sessions:**

To help you to complete your Accreditation and Enrolment and become an approved provider, we are holding some drop-in sessions on the 3rd, 4th,5th, 11th and 12th of June between in Sutton and Kingston. These will be One-to-One sessions, which will provide you with step by step support and guidance with your application.

**End-to-end System Training Sessions:**

The *adam* Training team are running some training sessions to give you a full demonstration of the SProc.net system and how you will be using it to win routes with Sutton and AfC. We highly recommend attending one of these sessions, so that you are confident using SProc.Net.

**Help and Support:**

If you have any questions throughout the Accreditation and Enrolment process, or need any support, you can email us at *adam* via [supplier.engagement@useadam.co.uk](mailto:supplier.engagement@useadam.co.uk). Alternatively, you can contact Chloe, your Supplier Onboarding Manager at *adam* on *07850 913 121.*

For any technical queries on SProc.net, you can use the Live Chat feature, or call our support team on 0871 474 0332.