

Amey Supplier Portal

Guidance: How to register and complete Amey Supplier Evaluation



Creating **better places** to live, work and travel

Engineering | Facilities | Environment | Utilities | Transport | Defence | Justice



How to register as an Amey Supplier

By registering as an Amey supplier, your products and services will be available to 20,000 people across the UK. You'll have been pre-evaluated as an organisation that meets the high standards of safety, service delivery, innovation and value that we expect from the people we work with – making it easier for us to do business together.

This guide takes you through the evaluation process and how to register as an Amey supplier.

Step 1: complete a supplier evaluation through our supplier portal

Once your initial registration has been accepted, you will be asked to undertake a general supplier evaluation consisting of several questionnaires. The amount of information required at this stage is dependent on the nature and complexity of the services you offer.

Step 2: your evaluation will be reviewed

Once completed, your information will be allocated to our specialist team who will review your application.

Step 3: confirmation

If successful you'll be added to our Evaluated Supplier Database, depending on the natures of your services you may also be asked to complete the Enhanced evaluation stage (more info on this below).

Should you be unsuccessful in your application you will receive e-mail confirmation and you will not qualify as an evaluated supplier to Amey.

Email Correspondence: Please note system generated emails for status updates and password requests will be sent from mailserver@curtisfitchmail.com, occasionally depending on your security settings these emails may be filtered to your junk email. Please ensure you monitor this email box and add/or mailserver@curtisfitchmail.com to a safe senders list.

A step-by-step guide to the evaluation process

Watch this short video <https://youtu.be/ciwTL0JJFAg> to see how to register as an Amey supplier or follow the step-by-step guide below.

New Supplier - Register your interest (Skip if existing supplier [Existing](#))

- Supplier is invited to the Amey Supplier Portal at: <https://suppliers.amey.co.uk/> and commences registration by selecting 'register' button
- Please read and confirm agreement to the Amey Supplier Statement by clicking on 'Proceed' button, you will then be moved to the Initial Registration Stage
- Initial Registration stage – this stage is used to validate the suppliers that have an interest in supplying services to Amey are suitable and require an evaluation
- Please complete the information required, complete the captcha and then click submit. Please note it's important to identify the right service/material category that reflects the services you intend to supply to Amey
- Amey Review Stage: At this point Amey will be notified that a new supplier has registered and will review the application. Amey will either approve or decline your registration:
 1. If declined, you will receive an email and will not be able to proceed any further with your registration.

2. If accepted you will receive an email to invite you to complete your supplier account registration by providing a password, this will then enable you to login our Supplier Portal and commence your Supplier General Evaluation

Existing Supplier - update your profile (skip if a new supplier)

- Please login to the Amey Supplier Portal with the accounts details you have previously used to create your supplier account and proceed to General Evaluation Stage.
- If you have previously created an account for your business but are unable to login, please follow these steps [Login](#)

Supplier General Evaluation Stage:

- Please login to the Amey Supplier Portal with the previously provided email and password
- Your welcome page will show any outstanding questionnaires that you've been asked to complete, the General Supplier evaluation consists of a four-stage evaluation process followed by a declaration
- To begin the evaluation please select 'Stage 1 of 4 – Company Details'. At the end of each stage please click on submit at the bottom of the page. Any mandatory responses that are missing will be highlighted and you will not be able to proceed until complete
- Once the final declaration has been submitted Amey will review your evaluation and determine whether further information is required, or whether you are accepted or declined to be added to our Evaluated Supplier Database. Once this is done you will receive an email that states one of the following:
 1. Confirmation that you have been added to our Evaluated Supplier Database
 2. Confirmation that your services are currently not required and you will be removed from the evaluation process
 3. Due to the nature of the services a further Enhanced evaluation is required
- At this stage, if you are added to our Evaluated Supplier Database we may consider you for tender opportunities for the supply of goods and materials.
- If you are a subcontractor/services supplier or providing specialist/high risk services, you will be invited to complete a further enhanced evaluation stage as below:

Supplier Enhanced Evaluation Stage:

- Please login to the Amey Supplier Portal with the previously provided email and password by following the link provided in the email or going to <https://suppliers.amey.co.uk/>
- On the welcome page – navigate and select the 'Enhanced' Questionnaire
- The Enhanced Evaluation will then commence, please complete the requested information as required, providing documents where necessary with the use of the upload buttons. At the end of this stage please click on submit at the bottom of the page. Any mandatory responses that are missing will be highlighted and you will not be able to proceed until complete
- Once this stage has been submitted Amey will undertake a further review of your responses and confirm whether you have been accepted or declined to be added to our Evaluated Supplier Database. You will receive an email to either:
 1. Confirm that you have been added to our Evaluated Supplier Database
 2. Confirm that your services are not required or do not meet minimum standards required

- Once added to our Evaluated Supplier Database and provided we have a need for sourcing the products, goods or services that match your company capabilities, you may be considered for tender opportunities as/ when they arise.

Ongoing usage & maintenance of Supplier Information.

If any of your details change, or factors occur that may impact the validity of your evaluation please update your information by:

- Please login to the Amey Supplier Portal with the previously provided email & password
- Please navigate to the required section of your profile questionnaires using the tabs. Click edit, amend your information and then click submit.

You will be required to keep your information up to date, and the information provided will be subject to audit. We require up to date insurance documents to be provided through the Supplier Portal and you will be sent email reminders to update your information when these are due to expire.

On an annual basis, you will be sent a mandatory reminder to confirm that your information is up to date and accurate.

If information is not kept up to date you may be suspended as a supplier and will not receive any further orders until the issues are rectified.

Support

General - Any problems or queries with the evaluation process please contact procurementsupport@amey.co.uk

Technical - For technical enquiries in relation to any problems with the website itself please email support@curtisfitchglobal.com

Unable to Login

- Forgotten password - If you know the email address you used to register and it's still in use please click on 'forgotten password' and enter your email address/username – a link to reset your password will be sent to your email address.
- Forgotten Account details – please email procurementsupport@amey.co.uk who will be able to provide the username registered against your supplier profile.
- Can no longer access the email address registered for your Supplier Profile - please email procurementsupport@amey.co.uk who will be able to update the user details registered against your supplier profile.
- User account no longer suitable – if you can login but a more appropriate person should be responsible for maintaining your evaluation please do the following: Please login to the Amey Supplier Portal, Click on User/Switch Username and then enter the new email address that should be associated with your supplier profile. This email will then receive a link to generate their password and login.

