

County Supplies Staff Purchasing Scheme

For Big Savings On High Street Prices

The Scheme is available to all employees and members of Nottinghamshire County Council and Nottingham City Council.

This allows you to make personal use of items held in stock at County Supplies.
All you pay is the catalogue price plus V.A.T.

It's that easy!

How to Order

- 1 Select your choice from the County Supplies Catalogue or online at www.county-supplies.org and make a note of the product codes.
- 2 To find the staff purchasing price, look up the codes in the Staff Purchase Price List, which includes the V.A.T., available as a download from www.county-supplies.org.
You will find all the product codes listed in numerical order.
- 3 Complete the order form, available as a download from www.county-supplies.org. adding £3.50 handling charge if applicable.
- 4 Enclose your order form, a cheque or postal order, crossed payee, made payable to NCC Supplies and return to County Supplies.

How Goods are Delivered

Delivery to your workplace address.

Delivery is usually within 5 days.

Please allow a further 5 days before querying non delivery.

There is no handling charge.

Delivery to your home address.

Delivery is usually within 10 working days.

Please allow a further 5 days before querying non delivery.

A handling charge of £3.50 is payable for orders less than £30.00.

How Goods are Collected

Goods can be collected from the County Supplies Collection Point which is open Monday - Thursday 8.00 - 5.00 and Fridays 8.00 - 4.30.

There is no handling charge payable on goods collected from County Supplies.

Please telephone Customer Services on (0115) 977 5640 to check your order is ready before starting your journey.

**If you have any enquiries please telephone
Customer Services on (0115) 977 5640 or e-mail supplies@nottsc.gov.uk**

HOW TO USE THE STAFF PURCHASING SCHEME

1. WHO CAN USE THE SCHEME.

The scheme is open to all members and employees of Nottinghamshire County Council and Nottingham City Council.

2. HOW TO ORDER.

Ordering is easy, just fill in the Staff Purchasing Order Form available as a download from www.county-supplies.org, and along with a Cheque or Postal Order for the total amount, send to:

Customer Services
County Supplies,
Rolleston Drive, Arnold,
Nottingham, NG5 7JF

3. HOW TO PAY.

Payment is by Cheque or Postal Order crossed 'Payee' made payable to 'NCC Supplies'. The Staff Purchase Price List is available as a download from www.county-supplies.org.

4. HOW TO MAKE ENQUIRIES.

If you have any enquiries please telephone Customer Services on (0115) 977 5640, or e-mail supplies@nottscc.gov.uk.

5. HOW ARE GOODS DELIVERED.

Delivery to your workplace address:

Your order will be processed on receipt. Delivery will be made by our routine delivery service which is normally within 5 days. Please allow a further 5 days before querying non-delivery. There is no Handling Charge payable for orders delivered to your work place address.

Delivery to your home, or any other address:

Your order will be processed on receipt. Special delivery arrangements will be made to deliver your order, this will normally be within 10 days but please allow a further 5 days before querying non-delivery. A Handling Charge of £3.50 will only be charged for orders whose value is less than £30.00.

6. HOW ARE GOODS COLLECTED.

Collections can be made from the Collection Point at County Supplies. The Collection Point is open daily, including lunchtime, between 8.00am and 5.00pm Monday to Thursday, and between 8.00am and 4.30pm Fridays. There is no Handling Charge payable for orders collected from County Supplies. Please telephone Customer Services on (0115) 977 5640 to check your order will be ready before starting your journey.

TERMS AND CONDITIONS

1. CATALOGUE DESCRIPTIONS.

County Supplies reserves the right to change the brand or specification of any items from that described in the Catalogue. Such goods may be returned if their change of specification renders them unsuitable for the customers particular purpose.

2. PRICE.

Prices published in the Staff Purchasing Price List will normally be fixed for the duration of that edition, but the County Supplies reserves the right to adjust prices in response to exceptional market conditions or changes in VAT etc.

3. CANCELLATION OF ORDERS.

Cancellation of whole or part of the order will only be acceptable prior to collection/despatch.

4. RECEIPT OF GOODS.

Deliveries: Any shortages or damage to goods must be reported in writing to County Supplies within five days of receipt otherwise claims may not be considered.

Collection: When collecting, all orders must be signed for. No claims for shortages or damage will be accepted after a signature has been given.

5. RETURNS.

Whilst County Supplies will replace free of charge or refund the purchase price of any faulty or substandard items; goods which were mistakenly ordered by the customer or are no longer required, may not be returned for refund or replacement after they have been collected or despatched.