# Sample SVP Letter of Engagement

“Hello **First Name**,

 We have received confirmation from **Wirral Borough Council** that you have successfully won the following contract. Congratulations!

**DNXXXXXX – TITLE OF PROCUREMENT**

 As explained in the tender documentation, you will need to add your Social Value delivery data using Social Value Portal and there will be a fee that you will have to pay.

**Please click here to provide the required information.**

**What happens next?**

Once you have filled in the form above, you will be invoiced by Social Value Portal and your Portal account will be upgraded to include:

1. Review and validation of delivery data
2. Quarterly reporting on the contract
3. Measured progress against targets
4. An end of project summary report

The Council might arrange for an engagement session but if you would like to learn more about how you will be adding data to the Portal, you can book your place in one of our recurring Social Value for Suppliers webinars by clicking [here](https://calendly.com/supplier-events)

**I have another question, who do I contact?**

Depending on the question you have, please refer to the following list:

|  |  |
| --- | --- |
| Contract value or fee | Contact Wirral Borough Council |
| Technical issues | Email: support@socialvalueportal.com |
| Invoicing | Email: accounts@socialvalueportal.com |

Kind regards,

Contract Management”