## **In-Tend Registration Guide for Providers**

You must first register on In-Tend before you can express an interest in any opportunity from the Council.

Once you have completed these four stages you can click "Register my Company"



## 3. Business Classification

Insert your business classification by following the steps below. For this example, we shall add a classification for education

- Enter your business classification into the search bar
- Select "Search"
- Click on the green plus icon to add
- The added classification will appear under the search

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## 4. Company Categories

Tick all that apply from this list. Company Categories include:

- Micro Organisation (less than 10 employees)
- Small Organisation (10 to 49 employees)
- Medium-sized Organisation (50-249 employees)
- Large Organisation (250 plus employees)
- Black and Minority Ethnic Organisations (BME)
- Companies Owned or Managed by Women
- Community and Voluntary Organisations (CVO)
- Community Interest Companies (CIC)
- Social Enterprise Partnership
- Social Enterprises (SE)
- Environmentally Friendly Suppliers (and products)
- Fair Trade suppliers (and products)
- Enterprises

