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

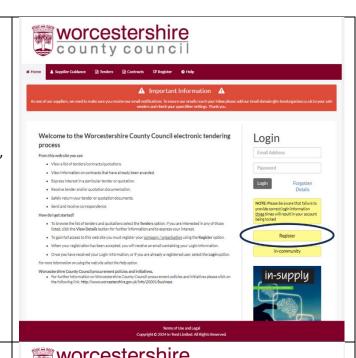
You must first register on In-Tend before you can express an interest in any opportunity from the Council.

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

## 1. Log-in Page

On the In-tend login page, select the "Register" button on the right-hand pane of the page.

This will take you to three tabs-Company Details, Business Classification, and Company Categories



# 2. Adding Company Details

Insert your company details into the mandatory fields highlighted in yellow. These are:

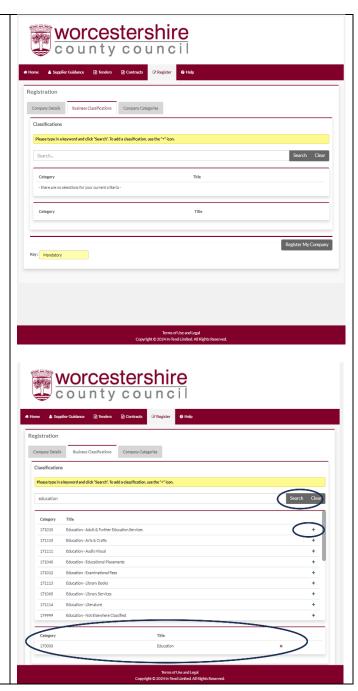
- Company Name
- Company Reference Number
- Are you an SME? Yes or No.
- Address Line 1
- Postcode/Zip
- Telephone
- Contact First Name
- Contact Last Name
- Email Address
- Password

sser who requires access, please contact one of the existing registered
ser who requires access, please contact one of the existing registered
ser who requires access, please contact one of the existing registered
I do not have a Company Reg Number
*

# 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



# 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

