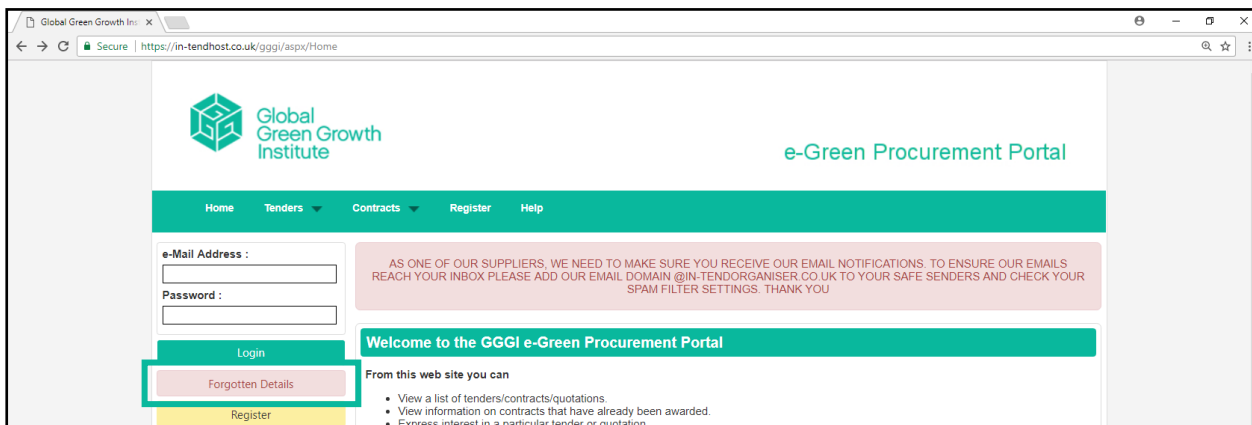


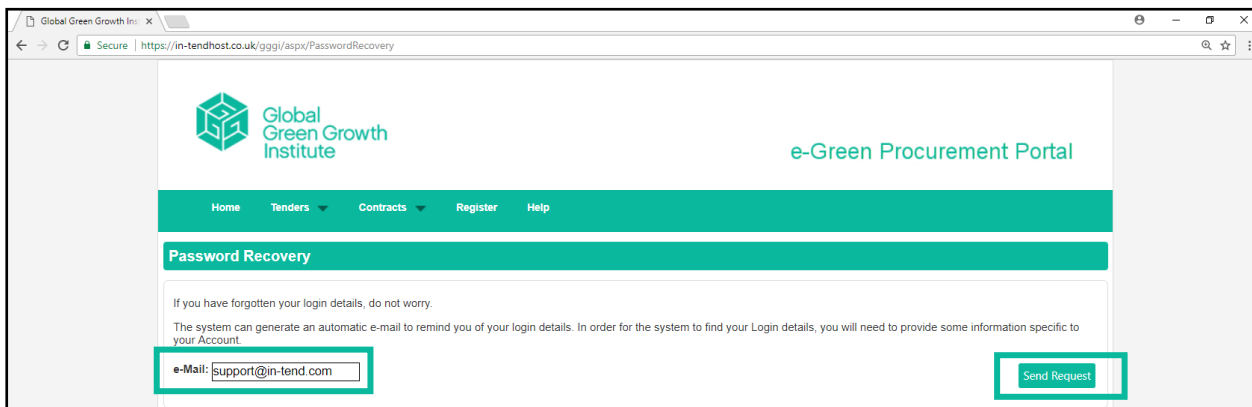
## Registering as a New Supplier

**Important:** Before registering a new account, please ensure that you do not already have an account on the GGGI e-Green Procurement Portal. GGGI wish to minimise the possibility of duplication and the system may also restrict you from registering if your email address has been used previously.

You can confirm whether you have an account by using the ‘[Forgotten Details](#)’ option on the Home page and then by entering your email address. Select ‘[Send Request](#)’ and then allow for up to an hour (in most cases it should be instantaneous) for an email to arrive in your inbox confirming that you have an account. Please also check your Spam/Junk mailbox and whether the email has been blocked, should you not receive it. The option to reset your password will also be available.



The screenshot shows the Home page of the GGGI e-Green Procurement Portal. The page features the GGGI logo and the title 'e-Green Procurement Portal'. A navigation bar includes links for Home, Tenders, Contracts, Register, and Help. On the left, there is a login section with fields for 'e-Mail Address' and 'Password', and buttons for 'Login', 'Forgotten Details', and 'Register'. A red box highlights the 'Forgotten Details' button. On the right, a pink box contains a message about email notifications, and a green box says 'Welcome to the GGGI e-Green Procurement Portal'. Below this, a list of features is provided: 'View a list of tenders/contracts/quotations', 'View information on contracts that have already been awarded', and 'Express interest in a particular tender or quotation'.



The screenshot shows the Password Recovery page of the GGGI e-Green Procurement Portal. The page features the GGGI logo and the title 'e-Green Procurement Portal'. A navigation bar includes links for Home, Tenders, Contracts, Register, and Help. The main heading is 'Password Recovery'. Below this, a message states: 'If you have forgotten your login details, do not worry. The system can generate an automatic e-mail to remind you of your login details. In order for the system to find your Login details, you will need to provide some information specific to your Account.' There is a text input field for 'e-Mail:' with the value 'support@in-tend.com' and a 'Send Request' button. A red box highlights the 'Send Request' button.

If you do need to register yourself, the process is very easy. You will need to complete a short form to register, providing company details, selecting categories you can provide goods or services for (we will use these to update you on new opportunities) and providing user details including an email address that will be used as your login details.

To register and find out more information about the e-Green Procurement Portal please follow the link:

<https://in-tendhost.co.uk/gggi>

Select 'Register' from the top menu

Global Green Growth Institute e-Green Procurement Portal

Home Supplier Guidance Tenders **Register** Help

e-Mail Address :  
Password :  
Login  
Forgotten Details  
**Register**  
in-community

**NOTE:** Please be aware that failure to provide correct login information three times will result in your account being locked

AS ONE OF OUR SUPPLIERS, WE NEED TO MAKE SURE YOU RECEIVE OUR EMAIL NOTIFICATIONS. TO ENSURE OUR EMAILS REACH YOUR INBOX PLEASE ADD OUR EMAIL DOMAIN @IN-TENDORGANISER.CO.UK TO YOUR SAFE SENDERS AND CHECK YOUR SPAM FILTER SETTINGS. THANK YOU

**Welcome to the GGGI e-Green Procurement Portal**

From this web site you can

- View a list of tenders/contracts/quotations.
- View information on contracts that have already been awarded.
- Express interest in a particular tender or quotation.
- Receive tender and/or quotation documentation.
- Safely return your tender or quotation documents.
- Send and receive correspondence.

**How do I get started?**

- To browse the list of tenders and quotations select the **Tenders** option. If you are interested in any of those listed, click the **View Details** button for further information and to express your interest.
- To gain full access to this web site you must register your **company / organisation** using the **Register** option.
- When your registration has been accepted, you will receive an email containing your Login information.
- Once you have received your Login information, or if you are already a registered user, select the **Login** option.

For more information on using the web site select the **Help** option.

User ID: N/A User: Guest Company: N/A Copyright © 2018 In-Tend Limited. All Rights Reserved. Version: 03.10.17.25 Date: 08/01/2018 Server: SUPWEB1

You will be required to complete all mandatory data fields. These are detailed via the use of '\*'.

Should you not have a 'Company Reg No', please select the option 'I do not have a Company Reg Number'.

If you are an Independent Consultant, please enter your name in the 'Company Name' field.

Global Green Growth Institute e-Green Procurement Portal

Home Supplier Guidance Tenders Register Help

**Registration**

Company Details Business Classifications

In order to gain full access to this website you must register your company / organisation details

If you believe that your company / organisation has already registered on this site but you are a new user who requires access, please contact one of the existing registered contacts and ask them to add you as a new contact

PLEASE NOTE: All fields marked with \* are required

**Company Details**

\* Company Reg No : 12345678 I do not have a Company Reg Number ☐

\* Company Name : in-tend Ltd \* Address Line 1 : Unit 3A, Phoenix Riverside

Address Line 2 : Town/City : Rotherham

County/State : South Yorkshire \* Postcode/Zip : S60 1FL

Country : United Kingdom Structure : Private Limited Company (Ltd)

Company Summary :

You will need to use an email address to access the portal. The email address you wish to use should be entered under the section '**Primary User Details**'. You can then determine your password.

The screenshot shows a web browser window with the URL <https://in-tendhost.co.uk/gggi/aspx/Registration>. The page contains the following sections:

- Company Summary:** A text box containing information about In-tend Limited, a subsidiary of the University of Sheffield, established in 2006, providing e-Procurement Solutions.
- Contact Details:** A section with input fields for Telephone (+44 114 407 0056), Fax, Website (https://www.in-tend.com), and a label for the label.
- Primary User Details:** A section with input fields for Contact First Name (John), Contact Last Name (Smith), Telephone (+44 114 407 0056), Email Address (sales@in-tend.com), Confirm Email Address (sales@in-tend.com), Password, and Confirm Password.

Should you wish to add an additional user to your account, you can also add their details during registration. Once registered, you may add as many contacts against your account as you require.

The screenshot shows the 'Additional User Details' section of the registration form, which includes input fields for Contact First Name, Contact Last Name, Telephone, Email Address, Confirm Email Address, Password, and Confirm Password. A 'Register My Company' button is visible at the bottom right of the form. Below the form, a key indicates that '\*' denotes mandatory fields. The footer contains user information (User ID: N/A, User: Guest, Company: N/A), copyright notice (Copyright © 2018 In-Tend Limited. All Rights Reserved.), version (03.10.17.25), date (08/01/2018), server (SUPWEB1), and a 'COMODO SECURE' logo.

You can now register your account using the '**Register My Company**' option.

**Important:** should you wish to be notified of opportunities, you can select the '**Business Classifications**' option at the top of the form and assign the goods and/or services you can provide.

The screenshot shows the 'e-Green Procurement Portal' registration page. The header includes the Global Green Growth Institute logo and the text 'e-Green Procurement Portal'. The navigation bar contains links for Home, Supplier Guidance, Tenders, Register, and Help. The 'Registration' section is active, showing a 'Company Details' tab and a 'Business Classifications' tab. The 'Business Classifications' tab is currently selected.

You will be required to search for a keyword to add alerts to your profile.

Global Green Growth Institute e-Green Procurement Portal

Home Supplier Guidance Tenders Register Help

Registration

Company Details Business Classifications

Classifications

Type in a keyword and click Search. For the complete list, click search while box is empty

Search:  Search Clear

Category	Title
- there are no selections for your current criteria -	

Register My Company

Key: \* Mandatory

User ID: N/A Copyright © 2018 In-Tend Limited. All Rights Reserved. Version: 03.10.17.25  
User: Guest Date: 08/01/2018 Server: SUPWEB1

Alternatively, select the 'Search' option to reveal all available options.

Global Green Growth Institute e-Green Procurement Portal

Home Supplier Guidance Tenders Register Help

Registration

Company Details Business Classifications

Classifications

Type in a keyword and click Search. For the complete list, click search while box is empty

Search:  Search Clear

Category	Title
ASSA	Administrative Support Service - Auditor
ASSHR	Administrative Support Service - HR Payroll
ASSL	Administrative Support Service - Legal
ASSTX	Administrative Support Service - Tax
ASST	Administrative Support Service - Translation
CMP	Communication - Mobile Phone
COT	Communication - Office Telephone
CSER	Communication - Server

Against the relevant categories, select the '+' option to add the alert to your profile. You can use the 'x' icon to remove any.

You can then register your account using the 'Register My Company' option.

The screenshot shows the 'Registration' page of the Global Green Growth Institute e-Green Procurement Portal. The page has a teal header with the logo and navigation links: Home, Supplier Guidance, Tenders, Register, and Help. Below the header, there's a 'Registration' section with two tabs: 'Company Details' and 'Business Classifications'. The 'Business Classifications' tab is active, showing a search bar with the text 'software' and buttons for 'Search' and 'Clear'. Below the search bar, there are two tables. The first table has columns 'Category' and 'Title', with one row showing 'SSW' and 'Supplies - Software', and a '+' button to its right. The second table has columns 'Category' and 'Title', with one row showing 'SOFT' and 'Software - New', and an 'x' button to its right. A 'Register My Company' button is located at the bottom right of the registration section. At the bottom of the page, there's a footer with 'User ID: N/A', 'Copyright © 2018 In-Tend Limited, All Rights Reserved.', 'Version: 03.10.17.25', and 'Date: 08/01/2018'.

**Note:** once registered, you will be able to log into the portal and manage your company details at any time.

The system will alert you to any missing mandatory information. Assuming all mandatory information has been completed, you will be able to register your company. Confirmation of your registration will be provided.

The screenshot shows the 'Registration Complete' page of the Global Green Growth Institute e-Green Procurement Portal. The page has a teal header with the logo and navigation links: Home, Supplier Guidance, Tenders, Register, and Help. Below the header, there's a 'Registration Complete' section with a 'Thank you for registering' message and a 'Confirmation E-Mail' section. The 'Confirmation E-Mail' section contains the text: 'Your details are awaiting processing, and each contact will be sent an email to confirm their registration has been accepted. These e-mails will contain the automatically system generated User ID, as well as a reminder of the e-mail address. Upon receipt of the registration e-mail you will be able to login to your secure area of the web site.' At the bottom of the page, there's a footer with 'User ID: N/A', 'User: Guest', 'Company: N/A', 'Copyright © 2018 In-Tend Limited, All Rights Reserved.', 'Version: 03.10.17.25', 'Date: 08/01/2018', and 'Server: SUPWEB1'.

## Help & Support

For queries relating to system access, contact [procurement@gggi.org](mailto:procurement@gggi.org). All queries relating to tenders and/or contracts must be submitted via the portal (please see the guidance document '[e-Green Procurement Portal – Tender Management.pdf](#)' for further details).

For technical queries, contact the system providers, In-tend Ltd; [support@in-tend.com](mailto:support@in-tend.com)