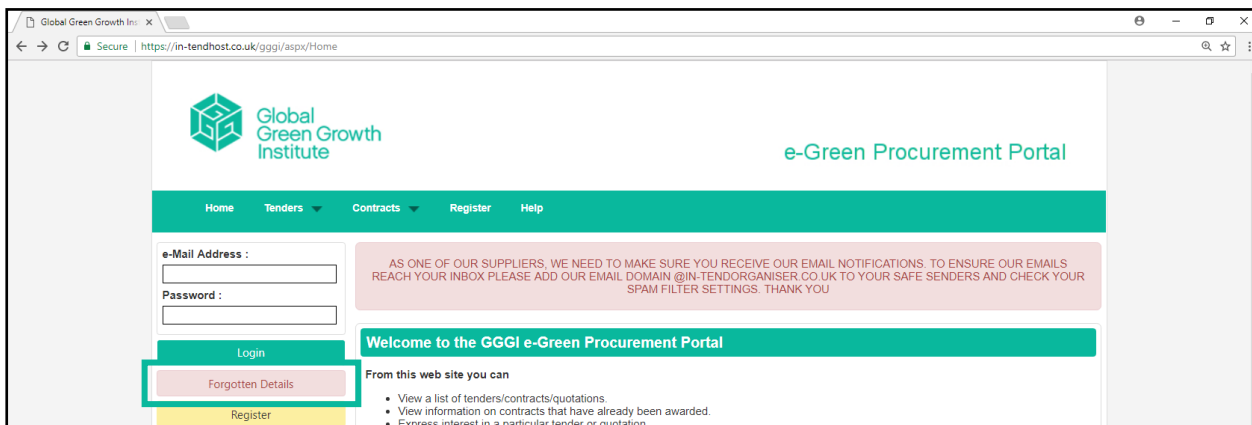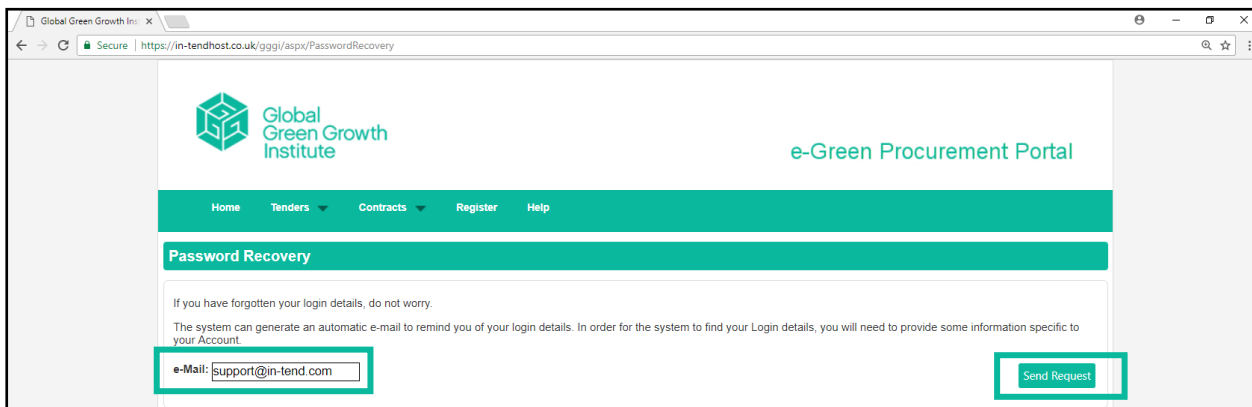## Registering as a New Supplier

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.

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

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.

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.

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.

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.

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

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

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.

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.

Help & Support

For queries relating to system access, contact 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