

## How to register on the Procurement Portal

1. Follow the link below and click 'Register' on the menu on the right hand side of the page.

<https://in-tendhost.co.uk/iomg/asp/Home>

Isle of Man Government  
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Procurement services and e-tendering

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**Important Information**  
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 Isle of Man Government 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.

**Login**

Email Address

Password

Login Forgotten Details

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

Register

in-community

2. This will open a new screen which has four tabs titled 'Company Details', 'Business Classifications', 'Extra Details' and 'Company Categories'. You must work your way through each of these tabs ensuring you complete all of the yellow mandatory fields.

The 'Company Details' tab requires you to provide basic contact information for your company, to create a primary and, if applicable, a secondary user and create a password for each. Once the registration process is complete you can edit your account to add as many other users as you wish. The yellow boxes are mandatory details and the minimum information required to register.

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**Registration**

Company Details Business Classifications Extra Details Company Categories

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: Yellow fields are MANDATORY

3. The 'Business Classifications' tab allows you to link various categories of business to your company account. When a new project is issued, it will be linked to one or more

of these categories, so it is important to choose the most applicable categories to your business.

The best process for this is to leave the search box empty and click 'Search'. This will bring up a full list of all business classifications, simply click the blue + next to the category you want and it will be added to your account. To remove categories click the red X in the table that appears below.

Company Details

Business Classifications

Extra Details

Company Categories

Classifications

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

Search...

Search

Clear

- The 'Extra Details' tab relates to the recent transfer of Procurement Services and the function of Data Controller from The Attorney General's Chambers to The Treasury on 3<sup>rd</sup> October 2022. New registrations after this date should tick "I/We Consent.." as the Data Controller will already be The Treasury and no transfer of data is required.

Company Details

Business Classifications

Extra Details

Company Categories

Procurement Services has now transferred to Treasury, you must consent to your data being transferred to continue to take part in Isle of Man Government Procurement exercises. PLEASE NOTE: If you are registering after 03/10/2022 please tick I/We consent, As Treasury will already be the Data Controller. :

☐ I/We Consent to my/our data being transferred to Treasury as the new Data Controller

☐ I/We DO NOT consent to my/our data being transferred to Treasury as the new Data Controller

- The final screen indicates whether you are tax registered in the Isle of Man, UK or elsewhere.

Company Details

Business Classifications

Extra Details

Company Categories

Company Categories

☐ Isle of Man Registered Company (For Tax Purposes)

☐ UK Registered Company

☐ Other

Register My Company

Once you have completed all three screens click 'Register My Company' at the bottom of the page. You will then either get a message to say your registration has been successful or an indication of any mandatory fields you've failed to complete.

The example below shows that the applicant has not confirmed their email address or created and confirmed a password.

## Registration

Confirm Email Address : is required and must be valid and must match 'Email Address'

Password : is required and must be a minimum of 6 characters

Confirm Password : is required and must match 'Password' and must be a minimum of 6 characters

Company Details

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