

Supplier Portal – Guidance Notes for GreenSquareAccord In-Tend Registration

Registration of Your Company with GreenSquareAccord In-tend

1. From your web browser type in: <https://in-tendhost.co.uk/greensquare> or use the link provided by your GreenSquareAccord sponsor. The below page will load.

Green Square Accord

Supplier Guidance

Home

Tenders

Contracts

Register

Help

IMPORTANT NOTICE - Cookies

If you are experiencing difficulties with InTend, please try clearing your browser cookies first, and log back in.

IMPORTANT NOTICE - System Upgrade

In-tend will be down for maintenance Saturday 15th May 2021 06:00 GMT whilst Sunday 16th May 2021 22:00 GMT.

Welcome to the GreenSquareAccord electronic tendering process

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

in-supply

HOW TO SELECT THE PERFECT BUSINESS PARTNER

Before you complete the registration please download, complete and save to your desktop the GreenSquareAccord **Data Processing Agreement**, **GreenSquareAccord Anti-Slavery and Human Trafficking Declaration**, **GreenSquareAccord Anti-Bribery and Corruption** and **GreenSquareAccord Safeguarding Policy**. These are mandatory documents that will need to be uploaded later in the registration process.

2. To access the document select the **Supplier Guidance** tab

The below page loads

Find the forms here for download, complete and save to your desktop. You will require these documents to complete registration – instructions on how to load onto In-tend are in Point 8 of these guidance notes.

The screenshot displays the Green Square Accord website interface. On the left is a navigation menu with links: Home, Supplier Guidance, Tenders, Contracts, Register, and Help. The main content area is titled 'Profiles' and shows a message: 'There are currently no Buyers Profiles available to view'. Below this, there are two sections: 'GreenSquareAccord - Documents' and 'Group Forms for Supplier Completion - Documents'. Each section contains a list of documents with their names and a 'View' or 'Download' button. A red oval highlights these buttons for several documents, including 'Standard Terms & Conditions', 'GreenSquare Contractor Code of Conduct 2016.pdf', 'Anti-Bribery and Anti-Corruption Policy.docx', 'Form for completion by suppliers' (multiple instances), and 'Supplier Guidance Notes' (multiple instances).

Document Name	Action
Standard Terms & Conditions.pdf	View Download
GreenSquare Contractor Code of Conduct 2016.pdf	View Download
Anti-Bribery and Anti-Corruption Policy.docx	View Download
Form for completion by suppliers	View Download
Form for completion by suppliers	View Download
Form for completion by suppliers	View Download
Form for completion by suppliers	View Download
Form for completion by suppliers	View Download
Form for completion by suppliers	View Download
Supplier Guidance Notes	View Download
Supplier Guidance Notes	View Download
Supplier Guidance Notes	View Download

Please note that you will also be required to upload copies of your own insurance documents and input the expiry date of the insurance (scan to your desk top and make a note of the expiry date before you start the registration process otherwise you will have to start the registration from scratch again).

3. When you have done this click on the Home tab.

The home page loads, now select Register

The screenshot shows the Green Square Accord website. On the left is a navigation menu with links: Home, Supplier Guidance, Tenders, Contracts, Register, and Help. The main content area has a red banner at the top with two notices: 'IMPORTANT NOTICE - Cookies' and 'IMPORTANT NOTICE - System Upgrade'. Below the banner, the 'Welcome to the GreenSquareAccord electronic tendering process' section lists user capabilities and provides instructions on how to get started. To the right is a 'Login' section with fields for Email Address and Password, a 'Login' button, and a 'Forgotten Details' link. Below the login section is a 'Register' button, which is circled in red. At the bottom right, there is a promotional image for 'in-supply' titled 'HOW TO SELECT THE PERFECT BUSINESS PARTNER'.

4. There are 4 tabs; **Company Details, Business Classifications, Company Categories, & Documents.** Click on each tab and complete all requested information.

Note: all fields in yellow are mandatory and you will not be able to complete registration unless they are completed.

Registration

Business Classifications : is required

Company Details Business Classifications Company Categories Documents

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

Company Details

Company Reference Type :	<input type="radio"/> Company Registration Number <input type="radio"/> Unique Taxpayer Reference
Company Ref No :	<input type="text"/> <input type="checkbox"/> I do not have a Company Reg Number
Company Name :	<input type="text"/>
Address Line 1 :	<input type="text"/>
Address Line 2 :	<input type="text"/>
Town/City :	<input type="text"/>
County/State :	<input type="text"/>
Postcode/Zip :	<input type="text"/>
Company e-Mail :	<input type="text"/>
Country :	<input type="text" value="Great Britain"/>
Structure :	<input type="text" value="Please select an item..."/>
Currency :	<input type="text" value="Please select an item..."/>
VAT Applicable :	<input type="checkbox"/>
VAT Registered :	<input type="checkbox"/>
VAT No :	<input type="text"/>
Company Summary :	<input type="text"/>

5. **Company Details** tab. Complete all mandatory fields (highlighted in yellow) including company details, bank details (In-tend is a secure system and only we will be able to see your details), telephone number and primary contact details.
- There is an option at the bottom of this tab to create an additional user or, once you have completed your company registration, you can create as many additional users as your require by logging back into the system, selecting the **Company Details** and the **Contact Details** tabs.

Company Details

Company Reference Type :

☐ Company Registration Number

☐ Unique Taxpayer Reference

Company Ref No :

☐ I do not have a Company Reg Number

Company Name :

Address Line 1 :

Address Line 2 :

Town/City :

County/State :

Postcode/Zip :

Company e-Mail :

Country :

Great Britain

Structure :

Please select an item...

Currency :

Please select an item...

VAT Applicable :

☐

VAT Registered :

☐

VAT No :

Company Summary :

Company

Company Accounts Year End :

Construction Line Reg No :

Banking

Can Obtain Bank Reference :

☐

Account Name :

Bank :

Bank Address :

Sort Code :

Account Number :

IBAN :

Contact Details

Telephone :

Fax :

Website :

Construction Line No :

Primary User Details

Contact First Name :

Contact Last Name :

Telephone :

Email Address :

Confirm Email Address :

Password :

Confirm Password :

It is recommended for situations where the primary contact is not available, additional points of contact are registered as they would still be able to gain access.

While registering you may only add one additional point of contact, however after the registration is complete you may login to your account and add as many additional contacts as you like.

Additional User Details

Contact First Name :

Contact Last Name :

Telephone :

Email Address :

Confirm Email Address :

Password :

Confirm Password :

6. Business Classifications tab. Click in the **Search field** and press Search. This will bring up a list of different work streams. Scroll down the list and select the **+** to the right of the title for all work streams that are applicable to your organisation.

Company Details **Business Classifications** Company Categories Documents

Classifications

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

Search... Search Clear

Category	Title	
291000	Arts & Leisure Services - Events	+
291100	Arts & Leisure Services - Museums & Art	+
299999	Arts & Leisure Services - Not Elsewhere Classified	+
291120	Arts & Leisure Services - Organised Activities	+
291200	Arts & Leisure Services - Outsourced Service	+
291300	Arts & Leisure Services - Performing Arts	+
291110	Arts & Leisure Services - Professional Musical Instruments	+
291400	Arts & Leisure Services - Sport & Fitness	+
100000	Building Construction Materials	+
100001	Building Construction Materials - Adaptations	+

Category	Title	
290000	Arts & Leisure Services	×

To remove a work stream click on the **×** to the right of the title

7. **Company Categories** tab. Select the company category applicable to your organisation.

Company Details

Business Classifications

Company Categories

Documents

Company Categories

☐ Micro Organisation (<10 Employees)

☐ Small Organisation (10-49 employees)

☐ Medium-sized Organisation (50-249 employees)

☐ Large Organisation (250+ 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)

☐ Consultancy - Management - Personnel

☐ Local Company (Head Office in Greensquare Accord Geographical Area)

☐ Sole Trader

8. **Documents** tab. To complete your organisations registration you must upload the documents requested.

Note: if you are a sole trader and do not require Employer Liability Insurance you will still be required to upload a document – a note with '**Sole Trader**' will suffice. In-tend will not allow you to upload 2 documents with the same title. If it is a combined policy you will need to upload the same document (e.g. insurances) against both **Document Title** headers. To do this change the document name in some way for the 2nd upload.

Company Details

Business Classifications

Company Categories

Documents

Document Title	Status	Expires	Date Added	Type	Options
GreenSquares Data Processing Agreement 2018	Document available	Never Expires		Data Processing Agreement GS 2018	<div>Upload Document</div>
Please upload a signed copy of the Safeguarding for Children & Adults declaration (document available on the Suppliers Guidance Tab)	Document available	Never Expires		Safeguarding	<div>Upload Document</div>
Please upload a copy of your signed H&S Policy Statement (not the full H&S Policy)	Document available	Never Expires		Health & Safety Policy Statement - Signed Copy	<div>Upload Document</div>
Please upload a signed copy of the Slavery & Human Trafficking Statement (document available on the Suppliers Guidance Tab)	Document available	Never Expires		Slavery & Human Trafficking Statement	<div>Upload Document</div>
Please upload a signed copy of the GSG's Anti-Bribery & Corruption Declaration (not your own - document available on the Suppliers Guidance Tab)	Document available	Never Expires		Anti-Bribery & Corruption Declaration	<div>Upload Document</div>
Please upload your certificate of cover	Document available	Never Expires		Insurance - Employers Liability Insurance Certificate	<div>Upload Document</div>
Please upload your current Equality and Diversity Policy	Document available	Never Expires		Equality & Diversity Policy	<div>Upload Document</div>
Please upload your certificate of cover	Document available	Never Expires		Insurance - Public Liabilities Insurance Certificate	<div>Upload Document</div>

When you select **Upload Document** a pop-up screen will appear that takes you to your desktop.

Select the document you wish to upload and select **Open**.

When it uploads a pop up will appear asking for the expiry date, enter the **expiry date** of insurance(s) and select **OK**.

Document Title	Status	Expires	Date Added	Type	Options
GreenSquares Data Processing Agreement 2018	Document available	Never Expires		Data Processing Agreement GS 2018	Upload Document
Please upload a signed copy of the Safeguarding for Children & Adults declaration (document available on the Suppliers Guidance Tab)	Document available	Never Expires		Safeguarding	Upload Document
Please upload a copy of your signed H&S Policy Statement (not the full H&S Policy)	Document available	Never Expires		Health & Safety Policy Statement - Signed Copy	Upload Document
Please upload a signed copy of the Slavery & Human Trafficking Statement (document available on the Suppliers Guidance Tab)	Document available	Never Expires		Slavery & Human Trafficking Statement	Upload Document
Please upload a signed copy of the GSG's Anti-Bribery & Corruption Declaration (not your own - document available on the Suppliers Guidance Tab)	Document available	Never Expires		Anti-Bribery & Corruption Declaration	Upload Document
Please upload your certificate of cover	Document available	Never Expires		Insurance - Employers Liability Insurance Certificate	Upload Document
Please upload your current Equality and Diversity Policy	Document available	Never Expires		Equality & Diversity Policy	Upload Document
Please upload your certificate of cover	Document available	Never Expires		Insurance - Public Liabilities Insurance Certificate	Upload Document

Enter Expiry Date

Expiry Date:

[OK](#) [Cancel](#)

Continue with this process until all required due diligence documents have been uploaded.

Then Select Register My Company. Your company registration is now complete.

Document Title	Status	Expires	Date Added	Type	Options
GreenSquares Data Processing Agreement 2018	Document available	Never Expires		Data Processing Agreement GS 2018	Upload Document
Please upload a signed copy of the Safeguarding for Children & Adults declaration (document available on the Suppliers Guidance Tab)	Document available	Never Expires		Safeguarding	Upload Document
Please upload a copy of your signed H&S Policy Statement (not the full H&S Policy)	Document available	Never Expires		Health & Safety Policy Statement - Signed Copy	Upload Document
Please upload a signed copy of the Slavery & Human Trafficking Statement (document available on the Suppliers Guidance Tab)	Document available	Never Expires		Slavery & Human Trafficking Statement	Upload Document
Please upload a signed copy of the GSG's Anti-Bribery & Corruption Declaration (not your own - document available on the Suppliers Guidance Tab)	Document available	Never Expires		Anti-Bribery & Corruption Declaration	Upload Document
2020-2021 EL Cert - NBS.pdf	Document available	Never Expires		Insurance - Employers Liability Insurance Certificate	
Please upload your current Equality and Diversity Policy	Document available	Never Expires		Equality & Diversity Policy	Upload Document
Please upload your certificate of cover	Document available	Never Expires		Insurance - Public Liabilities Insurance Certificate	Upload Document

[Register My Company](#)

Key: Mandatory