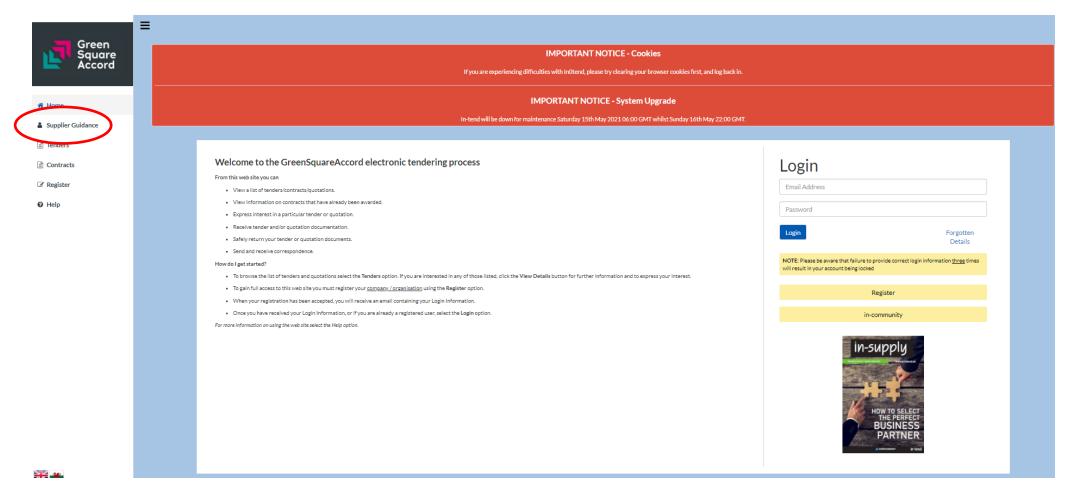


## Registration of Your Company with GreenSquareAccord In-tend

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



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

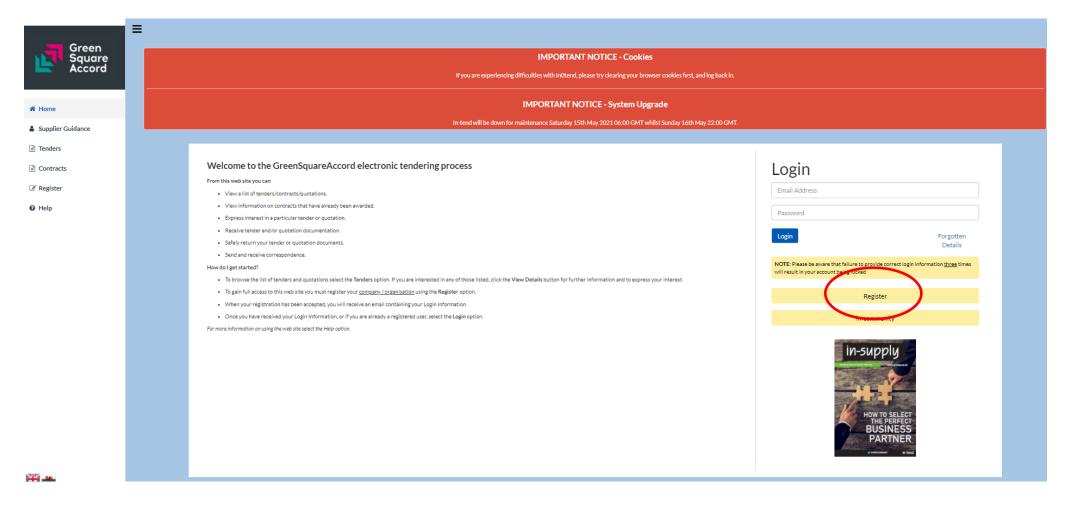
Find the forms here for download, complete and save to your desktop. You will require these documents to complete registration – instructions on how to load onto In-tend are in Point 8 of these guidance notes.



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



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.



Supplier Guidance

Tenders

☐ Contracts

☑ Register

Help

Registration			
Business Classifications : is required			
Company Details Business Classifications Company Cat	negaries Documents		
In order to gain full access to this website you must register your cor If you believe that your company / organisation has already register PLEASE NOTE: Yellow fields are MANDATORY	mpany / organisation details ed 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		
Company Details			
Company Reference Type :	O Company Registration Number O 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	Ψ	
Structure:	Please select an item	*	
Currency:	Please select an item	Ψ	
VAT Applicable :			
VAT Registered :			
VAT No:			
Company Summary:			
		<i>h</i>	

	the bottom of this tab to create an additional user or, once you have completed your company registration, you ce by logging back into the system, selecting the <i>Company Details</i> and the <i>Contact Details</i> tabs.	an ereate as many additional
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	Ψ
Structure:	Please select an item	Ψ
Currency:	Please select an item	¥
VAT Applicable :		
VAT Registered:		
VAT No:		
Company Summary :		
		li di
Company		
Company Accounts Year End :		

Construction Line Reg No:

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

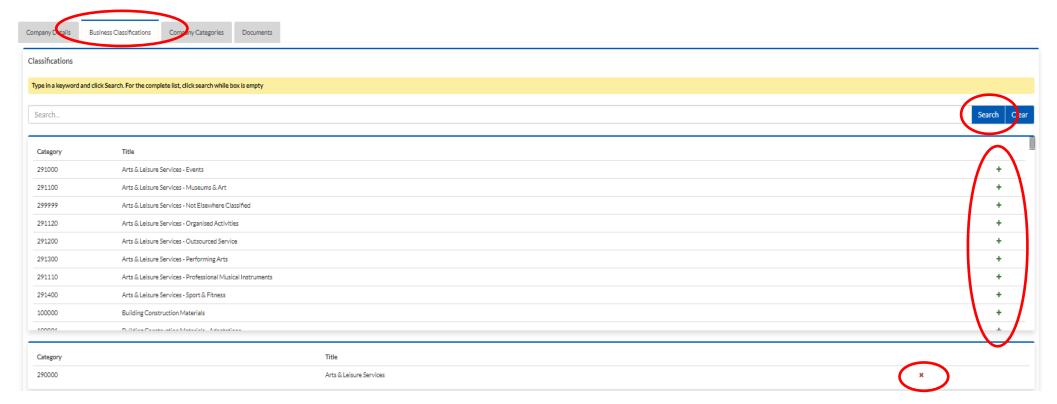
Banking	
Can Obtain Bank Reference :	
Account Name :	
Bank:	
Bank Address :	
Sort Code :	
Account Number:	
IBAN:	
Invest.	
Contact Details	
Telephone:	
Fax:	
Website:	
Construction Line No :	
Primary User Details	
Contact First Name :	
Contact Last Name :	
Telephone:	
Email Address :	
Confirm Email Address :	
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.



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.

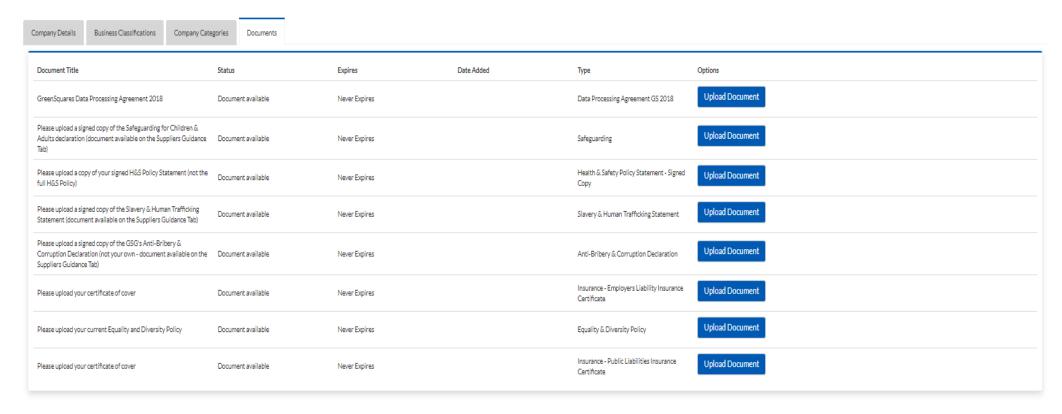


7. *Company Categories* tab. Select the company category applicable to your organisation.

npany Details Business Classifications Company Categories Documents
mpany 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 GreensquareAccord 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 2<sup>nd</sup> upload.



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	Туре	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  Enter Expir	av Date	Anti-Bribery & Corruption Declaration	Upload Document
Please upload your certificate of cover	Document available	Never Expires Expiry	y Date	Insurance - Employers Liability Insurance Certificate	Upload Document
Please upload your current Equality and Diversity Policy	Document available	Never Expires Date:		Equality & Diversity Policy	Upload Document
Please upload your certificate of cover	Document available	Never Expires	OK Cancel	Insurance - Public Liabilities Insurance Certificate	Upload Document

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

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

Key: Mandatory

Document Title	Status	Expires	Date Added	Туре	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