

In-Tend Registration Guide for Providers

You must first register on In-Tend before you can express an interest in any opportunity from the Council.

Once you have completed these four stages you can click "Register my Company"

1. Log-in Page

On the In-tend login page, select the "Register" button on the right-hand pane of the page.

This will take you to three tabs- Company Details, Business Classification, and Company Categories

2. Adding Company Details

Insert your company details into the mandatory fields highlighted in yellow. These are:

- Company Name
- Company Reference Number
- Are you an SME? Yes or No.
- Address Line 1
- Postcode/Zip
- Telephone
- Contact First Name
- Contact Last Name
- Email Address
- Password

3. Business Classification

Insert your business classification by following the steps below. For this example, we shall add a classification for education

- Enter your business classification into the search bar
- Select "Search"
- Click on the green plus icon to add
- The added classification will appear under the search

Registration

Company Details Business Classifications Company Categories

Classifications

Please type in a keyword and click "Search". To add a classification, use the "+" icon.

Search... Search Clear

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

Key: Mandatory

Register My Company

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Registration

Company Details Business Classifications Company Categories

Classifications

Please type in a keyword and click "Search". To add a classification, use the "+" icon.

education Search Clear

| Category | Title | |
|----------|--|---|
| 171010 | Education - Adult & Further Education Services | + |
| 171110 | Education - Arts & Crafts | + |
| 171111 | Education - Audio-Visual | + |
| 171040 | Education - Educational Placements | + |
| 171012 | Education - Examinational Fees | + |
| 171113 | Education - Library Books | + |
| 171060 | Education - Library Services | + |
| 171114 | Education - Literature | + |
| 179999 | Education - Not Elsewhere Classified | + |

| Category | Title | |
|----------|-----------|---|
| 170000 | Education | x |

Register My Company

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4. Company Categories

Tick all that apply from this list.

Company Categories include:

- Micro Organisation (less than 10 employees)
- Small Organisation (10 to 49 employees)
- Medium-sized Organisation (50-249 employees)
- Large Organisation (250 plus 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)
- Fair Trade suppliers (and products)
- Enterprises

The screenshot shows the Worcester County Council website's registration interface. At the top, the council's logo and name are displayed. Below the navigation bar, the 'Registration' section is active, with tabs for 'Company Details', 'Business Classifications', and 'Company Categories'. The 'Company Categories' section contains a list of 13 categories, each with a checkbox. The categories are: 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), Fair Trade suppliers (and products), and Enterprises. A 'Register My Company' button is located at the bottom right of the list. Below the list, a 'Key:' field shows 'Mandatory' with a yellow background. At the bottom of the page, there is a footer with 'Terms of Use and Legal' and 'Copyright © 2024 In-Tend Limited. All Rights Reserved.'