

Supplier Instructions for Registering on the Affinity Water In-tend e-Tendering Portal

1. Visit <https://in-tendhost.co.uk/affinitywater> to access the portal.
2. Click the “Register” link on the left-hand side of the page.
3. Enter your correct business and user details.
4. Note the email address chosen and Click “Register My Company” when complete.
5. You will receive an email with your unique password (keep this secure).
6. Login to the portal with the username/password.
7. You will be prompted to change your password on first login.
8. Hover your mouse over the “Tenders” button on the main toolbar and choose the relevant option:
 - “My Tenders” shows a list of the opportunities in which you have already expressed an interest or to which you have been invited
 - “Awarded” shows a list of tenders awarded on the system (where these are were open to all)
 - “Current” shows a list of all the advertised opportunities on the system (i.e. open to all) in which you are able to express an interest
9. Click on the “View Details” button for relevant opportunity to access the content, clicking “Express an Interest” where required to do so.
10. Click the relevant procurement as required then click the “Opt-In” at the bottom of the page to start building your submission to the procurement stage. This will move the project over to your “My Tenders” page. (This is a secure area reserved for your projects only).
11. Note the deadline for completion and follow the on screen instructions to complete the PQQ/ITT, accessing any attached documents as required.

Questions/queries for using In-Tend

If you have any questions on how to use the In-Tend system please refer to its “Help” section. If you cannot find a solution to your query on the “Help” pages, please contact the In-Tend Support team at support@in-tend.com or call on **0845 557 8079 / +44 (0) 114 407 0065**

