

Summary Supplier User Guide for InTend

Below is the step by step instructions.

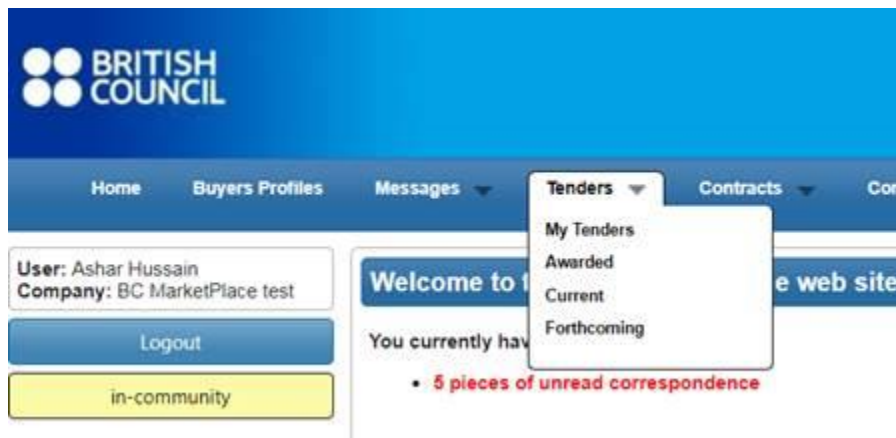
The tender has been or will be published and can be viewed at <https://in-tendhost.co.uk/britishcouncil>
In order to view (and apply) for the tender please follow below steps;

1- Create a log in on Intend Portal - Please note that only yellow fields are mandatory for registration information on the portal.



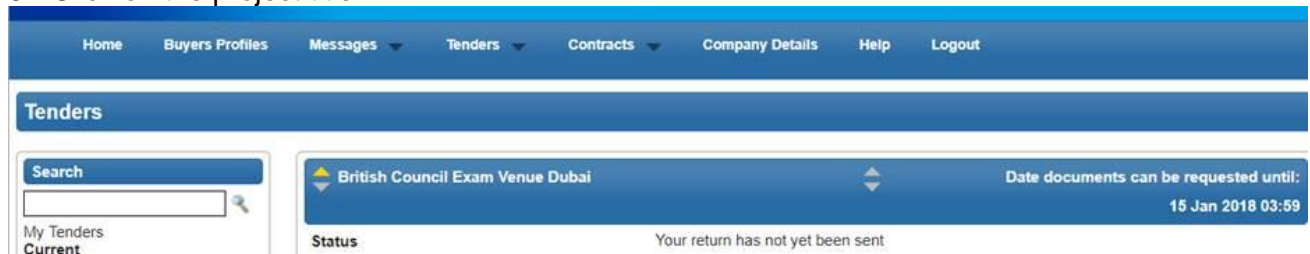
The screenshot shows the login page of the British Council InTend portal. At the top left is the British Council logo. A navigation bar contains links for Home, Buyers Profiles, Tenders, Contracts, Register, and Help. Below the navigation bar is a login form with fields for 'e-Mail Address' and 'Password', and a 'Login' button. A red banner contains the text: 'AS ONE OF OUR SUPPLIERS, WE NEED TO MAKE SURE YOU RECEIVE OUR EMAIL NOTIFICATIONS. REACH YOUR INBOX PLEASE ADD OUR EMAIL DOMAIN @IN-TENDORGANISER.CO.UK TO YOUR SAFE SPAM FILTER SETTINGS. THANK YOU'. Below the banner is a blue bar with the text: 'Welcome to the British Council electronic tendering process'.

2- Click on **Current** under **Tenders Tab** ;



The screenshot shows the user's profile and the Tenders dropdown menu. The user's profile shows 'User: Ashar Hussain' and 'Company: BC MarketPlace test'. The Tenders dropdown menu is open, showing options: My Tenders, Awarded, Current, and Forthcoming. A notification indicates '5 pieces of unread correspondence'.

3- Click on the project title

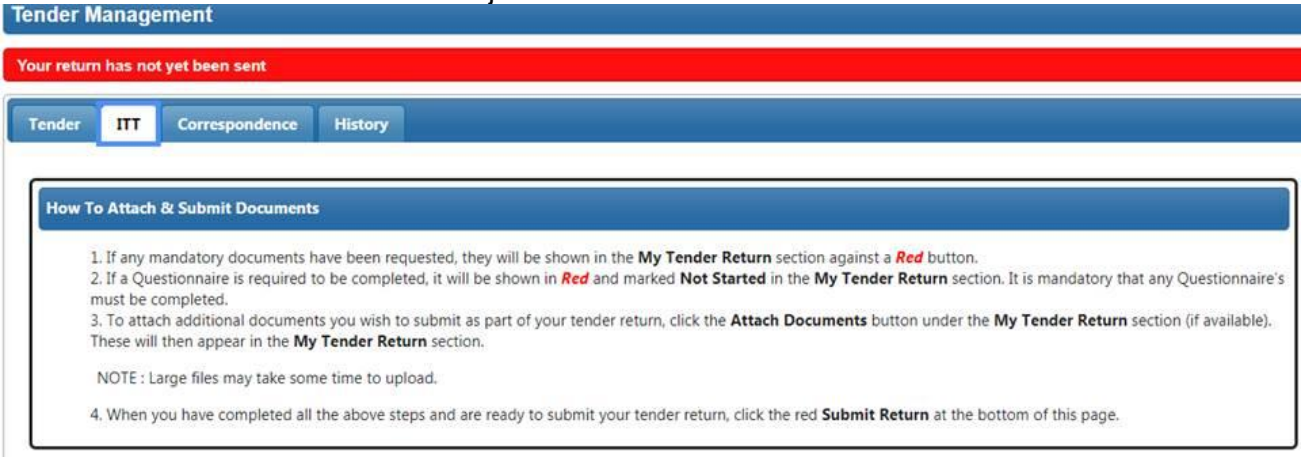


The screenshot shows the Tenders list page. The navigation bar includes Home, Buyers Profiles, Messages, Tenders, Contracts, Company Details, Help, and Logout. The Tenders list shows a project titled 'British Council Exam Venue Dubai'. The status is 'Current' and the date documents can be requested until is '15 Jan 2018 03:59'. A message indicates 'Your return has not yet been sent'.

4- Click on **Express Interest** button at bottom

Express Interest

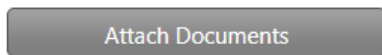
5- You will be able to view all the Project Details and documents under **ITT**



6- In order to submit your proposal, attach your **proposal and Bid Value** click on **Submit Return** button.

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE : Large files can take some time to upload.



7- In case you want a clarification please send your correspondence to us by clicking on **Correspondence Tab**

