

Supplier Step by Step Guide

Accessing Document Viewers

Introduction

This **Step-By-Step Guide** is provided to assist you in accessing the free document viewers and finding further guidance and help on the InTend software

Accessing the Portsmouth City Council e-Tendering solution

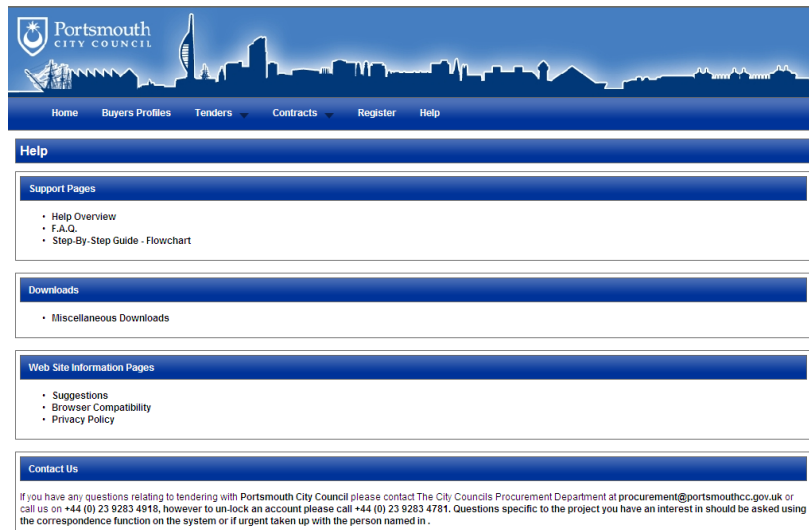
Visit <https://in-tendhost.co.uk/portsmouthcc.aspx/home> to access the (In-Tend) supplier portal.

This guide has been provided as a supplement to the on screen instructions and the on screen Help button available throughout the site

The screenshot shows the Portsmouth City Council e-Tendering portal. At the top, there is a blue header with the Portsmouth City Council logo on the left and a large red 'TRAINING' banner in the center. Below the banner is a navigation menu with links for Home, Buyers Profiles, Tenders, Contracts, Register, and Help. The main content area is divided into several sections. On the left, there is a login form with fields for 'e-Mail Address' and 'Password', and buttons for 'Login', 'Forgotten Details', and 'Register'. Below the login form is a 'NOTE' box that reads: 'NOTE: Please be aware that failure to provide correct login information three times will result in your account being locked'. To the right of the login form is a 'Welcome to the TRAINING Portsmouth City Council electronic tendering process' section. This section includes a list of capabilities: '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) and 'How do I get started?' (To browse the list of tenders and quotations select the Tenders option, 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). Below this is a section for 'TRAINING Portsmouth City Council procurement policies and initiatives' with a link for further information. At the bottom of the page, there is a footer section with user ID, company, and version information.

The Help tab will open up the following page which provides access to various on line guides, these will however will not be specific to Portsmouth as such you should familiarise yourself with the Portsmouth Version of these to fully understand the way in which we use the site these can be accessed via <http://www.portsmouth.gov.uk/business/10270.html>

To access the free document views take the Download option



As can be seen from the screen shot various document viewers and web browsers can be download from this area

Contact Us

Logon issues

You are given three attempts to enter your email address and password. Please ensure you click the **Forgotten your Password** button if you cannot remember your details otherwise your account will be locked!

To unlock an account call Portsmouth City Council ICT Security +44 (0) 23 9283 4781. This number cannot provide password reminders or technical help in any way.

Technical Help

If you encounter any technical difficulties whilst using the system you can contact the In-Tend Support team by phoning 01332 222450 or emailing support@in-tend.co.uk

Tender/Quotation Info

Requests for information on a specific project should be made via the correspondence function within the software wherever possible **as a last resort** call the Main Contact as identified within the project description details on the system or the System Administrator in Portsmouth on +44 (0) 23 9283 4918 or email procurement@portsmouthcc.gov.uk