



**PSPS**  
Public Sector Partnership Services Ltd

## **Procurement and Contracts**

Guide to using the In-Tend  
Procurement Portal

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## Document Control

Issue No.	Issue Author	Issue Date	Reason of Issue
001	Procurement Team	November 2024	New

### 1. Introduction

Public Sector Partnership Services Ltd (PSPSL) manages the procurement processes internally for PSPS, as well as on behalf of our Client Councils (Boston Borough Council, East Lindsey District Council, and South Holland District Council), through the In-Tend procurement system.

To view available opportunities and access and submit tender documents, please register as a supplier. During this process, you will be required to provide company details. Once complete, you will then be able to submit tender documentation.

#### This document will cover the following:

- How to register on In-Tend
- Eligibility and mandatory requirements
- Accessing tender opportunities

### 2. How to register on In-Tend

In-Tend can be accessed via the following link:

[PSPSL In-Tend Procurement Portal](#)

- Registration / login:
  - In-Tend can be accessed via the following link [PSPSL In-Tend Procurement Portal](#)
  - First time users of the Portal must register on the website.
  - If already registered with PSPSL, you must login to the site. (Please note if you are registered with any other organisation then you will have to re-register for PSPSL)

# In-Tend Procurement Portal User Guide

**Welcome to the PSPSL electronic tendering process**

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.

**How do I get started?**

- To browse the list of tenders and quotations select the **Tenders** option. If you are interested in any of those listed, click the **View Details** button for further information and to express your interest.
- 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.

For more information on using the web site select the **Help** option.

**PSPSL procurement policies and initiatives.**

- For further information on PSPSL procurement policies and initiatives please click on the following link.

## Login

Email Address

Password

Login [Forgotten Details](#)

**NOTE:** Please be aware that failure to provide correct login information three times will result in your account being locked

Register

in-community

in-supply

Registration is split into 3 tabs:

- Company details
- Business classifications
- Company categories

### 3. Eligibility and mandatory requirements

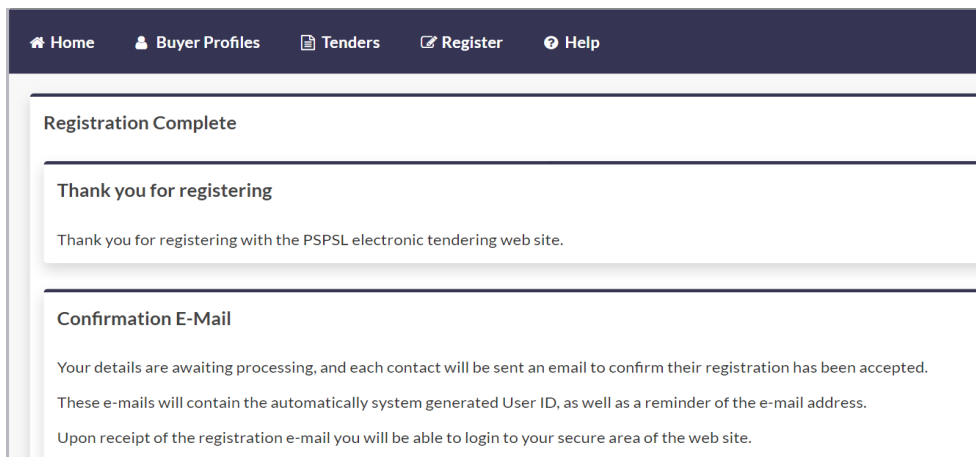
Mandatory fields are indicated by a yellow text box, and you will not be able to complete your registration until these are all populated.

Once all three tabs have been completed, click the 'Register my Company' button.

Register My Company

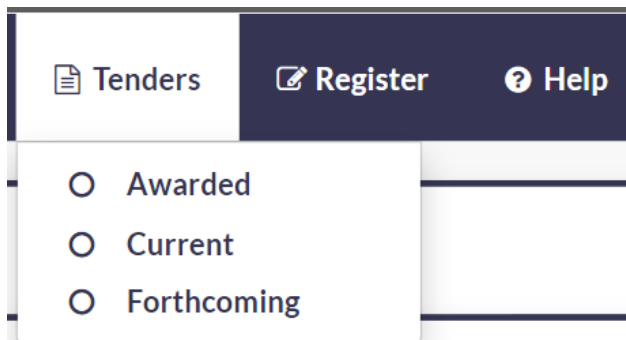
The following message will appear on screen, and you will get an email confirming your registration:

# In-Tend Procurement Portal User Guide

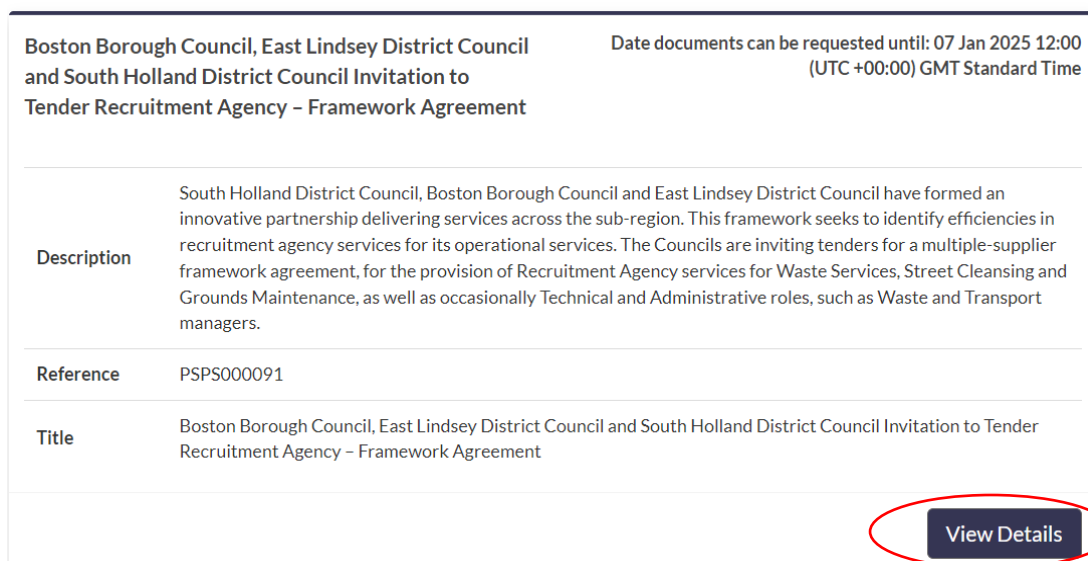


## 4. Accessing Tender Opportunities

To access advertised contract opportunities, click 'Tenders' and then 'Current'. The page will refresh.



To view more details about an opportunity, click on the 'view details' button.



## In-Tend Procurement Portal User Guide

Upon viewing further details, you will be able to 'Express Interest' which can be seen by scrolling to the bottom of the page.

External Online Journal Notices

View New Contract Notice

Criteria	Weighting
Price :	40%
Quality :	50%
Social Value :	10%

Express Interest

Once you select 'Express interest' it will then ask you to confirm your selection.

Express Interest

Please confirm that you wish to express an interest in this tender.

Express Interest Close

**Please note, expressing an interest in the opportunity does not mean that you have submitted a bid until you have completed the next steps.**

Once you have expressed your interest, the following page will appear (please be aware that the tabs may be different depending on which contract opportunity you are viewing):

Tender Management

Your return has not yet been sent

Tender ITT - Documents Correspondence Clarifications (3) History

You are then able to submit any questions that you may have using the 'Correspondence' tab.

Under the 'Documents' tab, you will find the deadline date for submissions for each project.

The system will display instructions on how to attach and submit documents. It will also provide you with any documentation provided by the Authority.

## In-Tend Procurement Portal User Guide

In order to respond, you will be required to 'Opt in'.

**Confirmation of Your Involvement**

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.

**Opt In-** This will confirm to us of your involvement and your intention to submit a return.

**Opt Out-** This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

[Opt In](#) [Opt Out](#)

To upload a document, where requested, you will need to click 'Upload document' on that line. The example below shows a pricing schedule.

My Tender Return - Main	Description	Options
Copy of Test Questionnaire	Not Started	<a href="#">View Questionnaire</a>
Pricing	Please upload your completed ITT pricing schedule	<a href="#">Upload Document</a>

The system will only let you submit your return once you have completed all tasks. Once submitted, you will receive a 'Return receipt'. It is advised that you save or print this for future reference.

**If you have any questions or encounter any difficulties while following the process, please contact us at [procurement@pspsl.co.uk](mailto:procurement@pspsl.co.uk). We are happy to assist you.**