



Government of Grenada

Supplier E-Tendering Guide

Introduction

The Government of Grenada has begun utilizing an electronic government procurement (eGP) system known as In-Tend. To ensure a seamless process, we highly recommend that you read this step-by-step guide that will walk you through Registration and Managing your Company Details.

If you encounter any difficulties, please contact Britney Medford at 1(473) 435-3797 or via email at britneymedford@gov.gd.

Registering on In-Tend

Visit <https://in-tendhost.co.uk/GND/aspx/Home> to access the supplier portal.

On the Home page click on **Register**.

The screenshot shows the In-Tend Home page. On the left, there is a 'Welcome to the Government of Grenada electronic tendering process' section with a list of features and 'How do I get started?' instructions. A red arrow points from the text 'When your registration has been accepted, you will receive an email containing your Login Information.' to the 'Register' button on the right. The right side features a 'Login' section with input fields for 'Email Address' and 'Password', a 'Login' button, a 'Forgotten Details' link, a 'NOTE' box, and 'Register' and 'in-community' buttons.

On the registration form you will see three tabs: **Company Details**, **Business Classifications**, and **Company Categories**. Please enter your details where applicable.

The screenshot shows the 'Registration' form with three tabs: 'Company Details', 'Business Classifications', and 'Company Categories'. Below the tabs is a blue information box containing the following text: 'In order to gain full access to this website you must register your company / organisation details', 'If you believe that your company / organisation has already registered on this site but you are a new user who requires access, please contact one of the existing registered contacts and ask them to add you as a new contact', and 'PLEASE NOTE: Yellow fields are MANDATORY'.

Company Details

We recommend that a general company email be used in the **User Details** section as alerts and information will be sent to this email. For instances where this inbox is unavailable, we recommend that at least one additional user be added by clicking **Add New Contact** on the bottom left of the screen, so that they can receive emails and gain access to the site.

NB. The fields highlighted in yellow are mandatory.

User Details - Main Address

Main Contact:

Title:

Contact First Name:

Contact Last Name:

Telephone:

Fax:

Mobile:

Job Title:

Department:

Email Address:

Confirm Email Address:

Password:

Confirm Password:

Send a copy of all e-Mails to this user

Don't send project correspondence

Don't send contract correspondence

Business Classifications

In the Business Classifications tab, it is important that you add the business category codes relevant to your company. Enter a keyword such as “Computer” or “Stationary” in the search bar or click on the search button to see the full list of available categories.

Company Categories

In the Company Categories section, simply select the option that’s applicable to your company.

Register

Once you have satisfied all the requirements, and ready to register; click on [Register My Company](#)

Note: You should not register your company more than once unless they are under a separate company registration number. If your company has several locations, register the company against the head office and add contact details for individuals at the different locations.

Managing Company Details

After you have completed your registration, open the **Company Details** tab.

Under **Details** you will see **Company**. Please fill in **all** the applicable fields.

NB. You **must** include your **VAT Number** or **Tax Identification Code** in order to be on our list of approved suppliers.

The screenshot shows the 'Company Details' page with the 'Company' tab selected. The 'Company Type' section contains the following fields:

- Company Name: Britney's Test Company
- Other Name: [Empty]
- No of Staff: 0
- No of Contractors: 0
- VAT Applicable:
- VAT Registered:
- VAT Number: [Empty] (highlighted with a red arrow)
- VAT Rate: [Empty]
- Company Reference Type: Company Registration Number, Unique Taxpayer Reference
- Company Ref No: 43554

A new contact can be added by clicking **Add New Contact** under the **Company Details Tab**.

The screenshot shows the 'Contact Details' section with the following elements:

- Text: "If you would like to Edit an existing Contact, please select the Contact name from the Dropdown Menu."
- Contact: [Dropdown menu with 'Britney Medford' selected]
- Buttons: "Add New Contact" (highlighted with a red arrow) and "Remove Contact"

Also note that **Company Details** and **Contact Information** can be updated at any time.

You may also fill in the other company details like **Banking** and **Insurance**. But it is not mandatory at present.