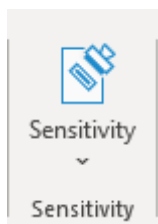




Example email template to share with suppliers if you choose to set them up with access to their contract on In-tend:

Please remember to select 'Confidential' as the sensitivity when sending these details over email to ensure that it is encrypted to only allow authenticated access:



Hello,

The Society uses an electronic contracts database called In-tend, to store our agreements with suppliers.

As a supplier, we have given you access to our secure web portal to view your details, contracts and related documents with us. Below is a link to the web portal:

<https://in-tendhost.co.uk/yourcoop/asp/Home>

I have set your temporary username and password for you to access the web portal. Please may you reset your password once you have successfully logged in:

- *Username* -
- *Password* –

If you have any issues with your log in details, please email me for assistance.

I have also attached a User Guide to this email for you which explains the key functions and how to navigate the web portal.

Thank you for your support and co-operation.