



# In-tend Web Portal

## Supplier User Guide

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## 1. An Introduction to In-tend and the Supplier Web Portal

In-tend is a contracts database which The Midcounties Co-operative uses to store our agreements with suppliers.

The system also allows our suppliers to have access to other related documents (e.g. signed Ethical Code of Conduct/ Schedule of Works/accreditations/insurances etc.). The benefit of this is that both parties have access to the same, latest information in real time.

You may see some information regarding tendering opportunities on the web portal. These elements are not relevant at present, although we may look to utilise this functionality in the future.

## 2. How to Access the Web Portal

The Midcounties Co-operative will issue you a username and a temporary password for the web portal. The link to the web portal is:

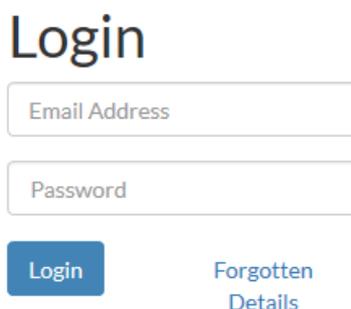
<https://in-tendhost.co.uk/yourcoop.aspx/Home>

## 3. Logging In and Signing Out

If this is your first time logging in, please ensure you change your temporary password for security purposes.

If you have any issues with your log in or access, you can use the 'forgotten password' function or please email your Midcounties Co-operative contact for assistance.

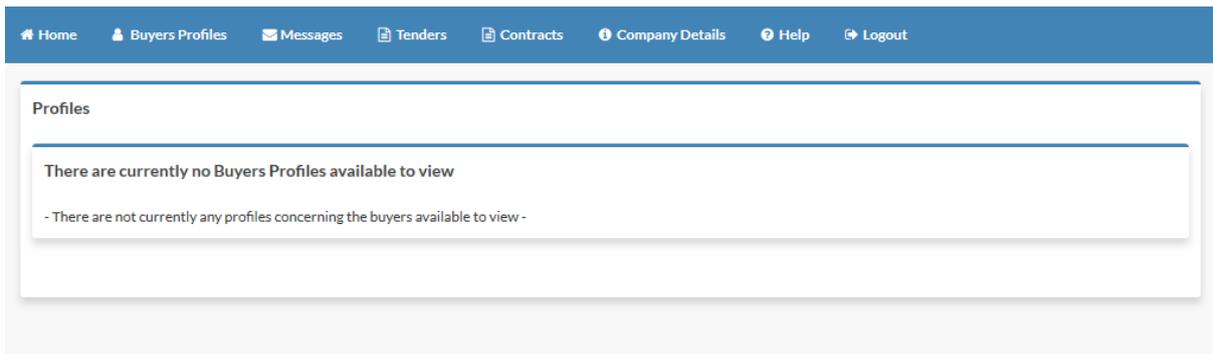
You will first need to insert your username and password to log in on the right-hand side of the page:



The image shows a login form with the following elements:

- Title: Login
- Input field: Email Address
- Input field: Password
- Button: Login
- Link: Forgotten Details

To sign out of the system please click *Logout* on the banner at the top of the page:



## 4. How to Change Your Password

Once you have logged into the web portal, please navigate to the *Company Details* tab on the banner at the top of the page:



You will then need to click on the *Contact Details* tab and then select the correct contact from the dropdown list (if more than one contact has been assigned). You then need to change the password in the highlighted field below, and then click *Save Contact*:

Company Details

Details Documents Business Categories **Contact Details**

If you would like to Edit an existing Contact, please select the contact name from the Dropdown Menu.

Contact: [Dropdown]

Title: [Text]

\* First Name: Test Firstname

\* Surname: Test Surname

Telephone: 0123456789

Fax: [Text]

\* e-Mail: email.test@midcounties.coop

\* Confirm Email: email.test@midcounties.coop

Mobile: [Text]

Job Title: [Text]

Department: [Text]

Office: [Text]

\* Password: [Masked]

\* Confirm Password: [Masked]

Send a copy of all e-Mails to this user

Don't send contract correspondence

Key: \* Mandatory

Remove Contact Save Contact

## 5. How to Navigate and Use the Web Portal

The main functions you can use are highlighted below, which are on the banner at the top of the page when you log in. This section explains these in further detail.

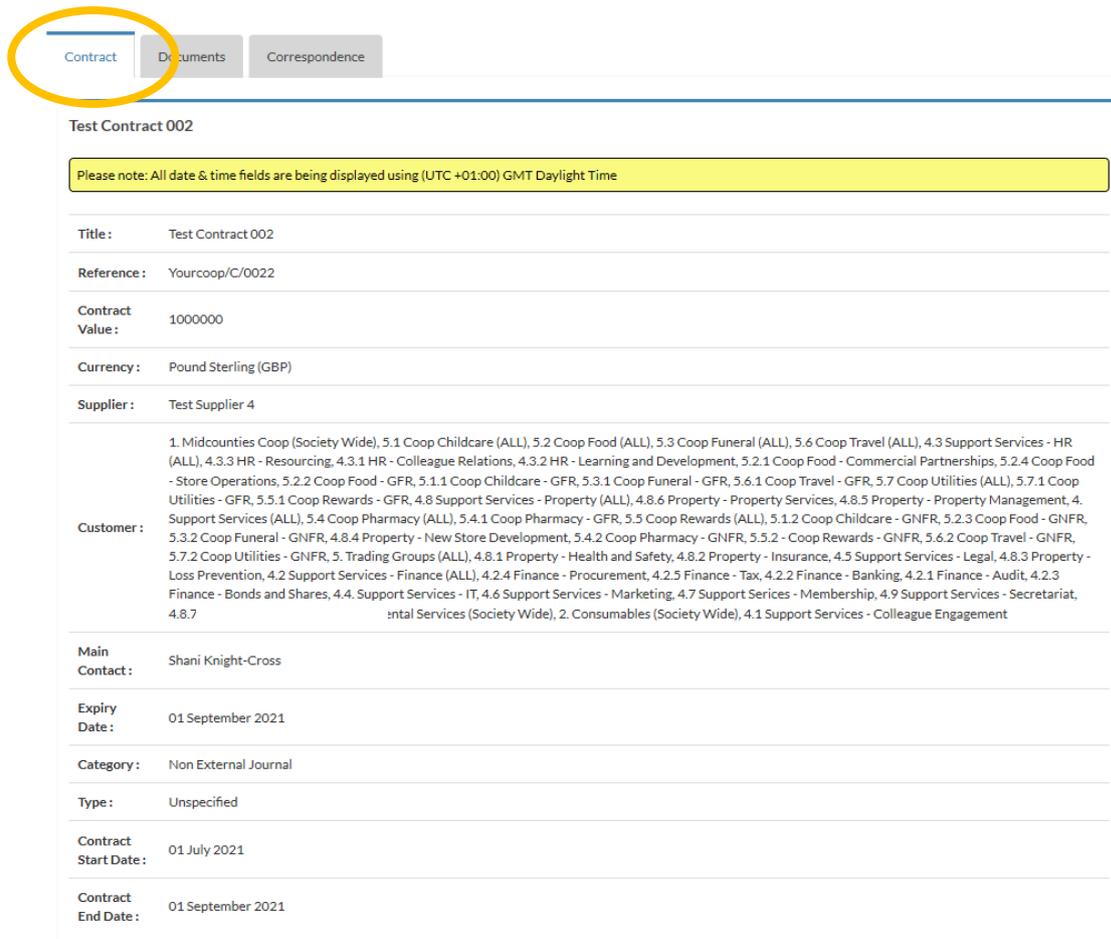


Please be aware that you may see some information regarding tendering opportunities on the web portal. These elements are not relevant at present, although we may look to utilise this functionality in the future.

The functions that you can use on the banner at the top of the page are:

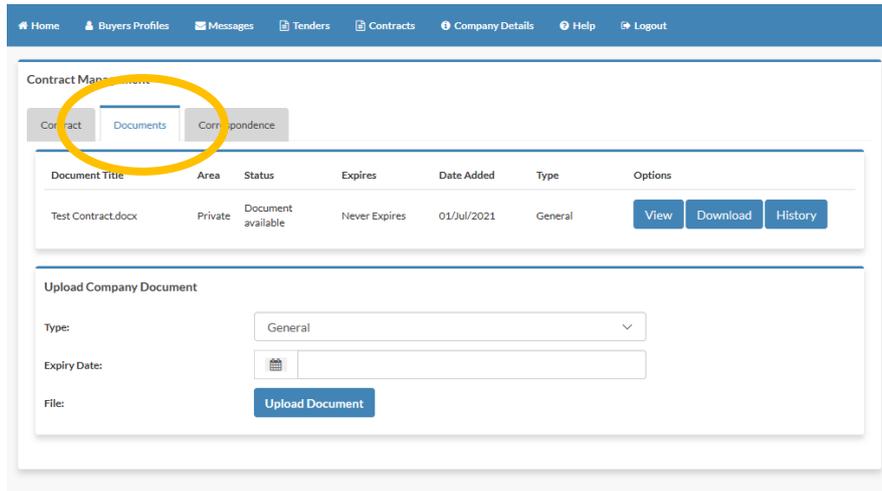
**Messages** – this is where you can view, reply and send any correspondence about the contract to the Society via the web portal.

**Contracts** – when you first log into the system it will ask you to confirm receipt of the contract. In this section you can see the contract record and any related documents. In this section you can navigate through the tabs at the top of the page. The below shows the **Contract** tab, where you can view the high-level information on the contract record:

A screenshot of the 'Contract' tab in the web portal. The 'Contract' tab is highlighted with a yellow circle. Below the tabs, there is a yellow notification box that reads: 'Please note: All date & time fields are being displayed using (UTC +01:00) GMT Daylight Time'. The main content area displays the following contract details:

Title:	Test Contract 002
Reference:	Yourcoop/C/0022
Contract Value:	1000000
Currency:	Pound Sterling (GBP)
Supplier:	Test Supplier 4
Customer:	1. Midcounties Coop (Society Wide), 5.1 Coop Childcare (ALL), 5.2 Coop Food (ALL), 5.3 Coop Funeral (ALL), 5.6 Coop Travel (ALL), 4.3 Support Services - HR (ALL), 4.3.3 HR - Resourcing, 4.3.1 HR - Colleague Relations, 4.3.2 HR - Learning and Development, 5.2.1 Coop Food - Commercial Partnerships, 5.2.4 Coop Food - Store Operations, 5.2.2 Coop Food - GFR, 5.1.1 Coop Childcare - GFR, 5.3.1 Coop Funeral - GFR, 5.6.1 Coop Travel - GFR, 5.7 Coop Utilities (ALL), 5.7.1 Coop Utilities - GFR, 5.5.1 Coop Rewards - GFR, 4.8 Support Services - Property (ALL), 4.8.6 Property - Property Services, 4.8.5 Property - Property Management, 4. Support Services (ALL), 5.4 Coop Pharmacy (ALL), 5.4.1 Coop Pharmacy - GFR, 5.5 Coop Rewards (ALL), 5.1.2 Coop Childcare - GNFR, 5.2.3 Coop Food - GNFR, 5.3.2 Coop Funeral - GNFR, 4.8.4 Property - New Store Development, 5.4.2 Coop Pharmacy - GNFR, 5.5.2 - Coop Rewards - GNFR, 5.6.2 Coop Travel - GNFR, 5.7.2 Coop Utilities - GNFR, 5. Trading Groups (ALL), 4.8.1 Property - Health and Safety, 4.8.2 Property - Insurance, 4.5 Support Services - Legal, 4.8.3 Property - Loss Prevention, 4.2 Support Services - Finance (ALL), 4.2.4 Finance - Procurement, 4.2.5 Finance - Tax, 4.2.2 Finance - Banking, 4.2.1 Finance - Audit, 4.2.3 Finance - Bonds and Shares, 4.4. Support Services - IT, 4.6 Support Services - Marketing, 4.7 Support Services - Membership, 4.9 Support Services - Secretariat, 4.8.7 Mental Services (Society Wide), 2. Consumables (Society Wide), 4.1 Support Services - Colleague Engagement
Main Contact:	Shani Knight-Cross
Expiry Date:	01 September 2021
Category:	Non External Journal
Type:	Unspecified
Contract Start Date:	01 July 2021
Contract End Date:	01 September 2021

The *Documents* tab is where you can view, download, access the history of and upload any new documents to the contract record.



The *Correspondence* tab allows you to send correspondence via the web portal, in the same way as the Messages section on the main banner at the top of the page.

**Company Details** – here you can update your details and change your password.

## 6. Support

If you have any issues or need more guidance, please email your Midcounties Co-operative contact.