in-tend

Welcome to Sell2SEShared

Find out how to access your account, reset your password and link or register with organisation portals following the migration from the SE Shared Portal.

	e-Sourcing portal		1	(i) Company Details	
		Viewed Opportunities		In-tend Ltd	
	My Active Opportunities	showing opportunities with Desidline	n 28 days	Address	
	Include Archived	Show All		My company 123 High Street	
		in a second s		Fownsville	
	Tender Actioned 27/10/2020	Tender pate		Abushime	
	Depair Francesco e	District Council - Traffic 2 Management Services	3/07/2075	Contact Details	
	Watched Opportunities	Care & Support at Home C Pramework	7/07/2025	Email: sales@in-tend.co.uk Website: https://www.in-tend.co.uk	
	showing opportunities with Deardine in 28 days			Company Users	
	Show All	My Company Portals	1	11000	
	Deadline	100	ection		
	Tenskar isote	Portals	(
	NO OSCIL EVELISIAL IN COMP.	South Fast Portal Shared	Login to portal	Miss Sceneric	
\sim		Fast Sussex Procurement Hub Portal	Login to portal	Mr White (avaiting email ventication)	Resend Email Er
				Mrs Peacock	
				pure of units	
		My Saved Searches		PICK PILLO	
		Saved Search	Action		
		🖾 Cleaning			
		Sa Car Detailing			
		Mould Doctor			
Terme	of Ura and Local	<u> </u>		\times \times	
in the	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 	211401 <u>05</u> C	In-tend Ltd 2025	Server: APP1	Version: v02.05.02.02-a3cea7e8

Contents

Accessing Sell2SEShared	2
First-time access for migrated users	3
Logging in	5
Accessing and linking other portals	6
Connecting with an organisation	7
Resetting your portal password	.9
Completing the linking process	.11
Next steps	13

Accessing Sell2SEShared

To access Sell2SEShared, visit the portal at: <u>https://sell2.in-tend.co.uk/seshared/home</u>

You will be asked to enter your email address and password.

If your account has been migrated from the SE Shared Portal, please use your existing email address to log in. If not, you can use your existing Sell2SEShared credentials, or register for a new account by selecting **Register** from the menu bar.

* 📄 Seli2 × +	8						3	- 0 :
← → ♂ ≌ sell2.in-tend.co.uk/sesh	ared/home						∞ ☆	ත I 🔴 🛛
e-Sourcing portal						Home Tenders	Register	in-tend
Sell2SEShared Discover a world of tender opportuni thousands of tender opportunities, se The key differences with Sell2UK to o Login, granting you access to hundre publishing of In-tend customer oppo submissions - all within the Sell2UK p Furthermore, Sell2UK connects you o contracting authority to search for, ar available through other services.	ties with Sell2UK. Our tender noti burced from in-tend's system port thers in the marketplace is that it do of in-tend customer portals (O rtunities. Instantly receive tender latform. lirectly with procurement profess di potentially invite your organisa	ication and alert platform offers als and a wide array of external s provides a seamless experience of ganisers) and notification in adv alerts, express interest, and comp onals via the powerful In-tend Ou tion to participate in exclusive, cl	real-time access to ources. with a Single Supplier ance of open olete your tender rganiser, allowing each osed tenders not		Email Password Login	og in to your accou	nt	Show
Enhance your tendering productivity Sell2UK's robust features and user-fri For more information, contact our de	and engagement with procurem endly functionality. dicated Sell2UK team via email at	ent organisations both in the UK sell2uk@in-tend.co.uk	and globally with					
>>>								
<u>L</u> ive Tend	ers Currently on Sell2SE	Shared			Search for Tender	S		
16 In-tend Tenders	O Public Tenders	16 Total Tenders		Search by keywor	d	Search		
Still need he	elp? Please call us on +44 114 4	407 0056						
Terms of Use and Legal	Contact	Us	© In-tend Ltd 2	2025		Server: APP1 Versio	n: v02.05.02.	.02-a3cea7e8

First-time access for migrated users

If this is your first time accessing Sell2SEShared, you will automatically receive an email with a link to set your Sell2SEShared password.



If you attempt to enter your email address again within 5 minutes, you will be prompted to use the **Reset Password** page. This will send you the same password reset email again.



in-tend Procurement Solutions

The password reset email will contain a link that takes you to the password reset screen. You will be asked to create a new password for your Sell2SEShared account.

Sell 2 UK		
Password res	et request	
Hello ,		
Someone has request	ed a new password for your Sell2SEShared account.	
To reset your passwor	d, please click on the below link:	
Reset Password	$\mathbf{)}$	
If you didn't make this	request, γου can ignore this email.	

Important: This password does <u>**not**</u> replace your SE Shared Portal password. It is only for your Sell2SEShared account.

Reset Password	
* Please enter a new password for your a	ccount
Password	Show
Passwords must contain:	
 At least 8 characters At least 1 uppercase letter 	
At least 1 lowercase letter	
 At least 1 number At least 1 special character : !@#\$9 	%^&*
	Deset Descured

Logging in

Once your password has been reset, you will be directed to the login page. Enter your email address and new Sell2SEShared password to log in.

Password Reset Suc	cessful
Your password has now been reset. Please try accessing your account a	gain using your new password.
Log in to y	our account
Email	
example@example.com	
Password	Show
Login	
I've forgotter	n my password

After logging in, you will land on your Sell2SEShared Dashboard. From here, you can:

- View tenders
- View all portals available within the Sell2SEShared collaboration
- Update your company details

Accessing and linking other portals

To view the available portals, click Portals in the top menu.



You will see a list of portals where you can either:

- Register a new account on the selected organisation's portal or;
- Link an existing organisation portal account with Sell2SEShared.

e-Sourcing portal			Home Tenders Portals Account in-fend
	Name of organisation	Region Show All	v Q Search
E			Display mode: 📃 List 🛛 🗰 Grid
East Sussex Procurement H	Hub Portal		
Find out more >			Connect with Organisation Go to supplier portal
S			
SE Shared Services (South	East Portal Shared)		
Find out more >			Connect with Organisation Go to supplier portal
Ferms of Use and Legal	Contact Us	© In-tend Ltd 2025	Server: APP2 Version: v02.05.02.03-d07936d3

Connecting with an organisation

Click Connect with Organisation.

If no matching company details exist on the selected portal, you will be asked to create a new registration.

If matching details are found, you will be prompted to enter your existing portal credentials (email and password used for that portal).

organisatio		2				
	A supplier record already exists on East Sussex Procurement Hub Portal					
The Company Name - In-tend Ltd - is already registered.						
Eas	To sync your Sell2 and Portal supplier record, please enter your st Sussex Procurement Hub Portal portal email address and password to verify the account.	l				
P Th	This is required for verification, allowing Sell2 to sync and merge your Sell2 and Portal records together.					
11	^r you would like any assistance, please contact Sell2 Support on +44 114 407 0056 or email support@in-tend.co.uk	ja				
Port	al Email	l				
Port	al Password	İ				
Forgo	tten your password? Reset your portal account password here,					
	Confirm Portal Credentials Cancel					
	X X X X X	í				

Once you enter your portal credentials, you will be asked to confirm that your details from Sell2SEShared will be merged with the selected portal.



If the credentials you enter are incorrect, you will see an error message.

IN-TEND Procurement Solutions



If you do not know your portal credentials, you can request a password recovery email. Click the link **'Forgotten your password? Reset your portal account password here'**.

ecord already exists on East Sussex Procurement Hub Portal
npany Name - In-tend Ltd - is already registered.
r Sell2 and Portal supplier record, please enter your I ub Portal portal email address and password to verify the account.
ion, allowing Sell2 to sync and merge your Sell2 and Portal records together.
tance, please contact Sell2 Support on +44 114 407 0056 or email support@in-tend.co.uk
our portal account password here,
Confirm Portal Credentials Cancel

Resetting your portal password

Portal Password Recovery
If you have forgotten your login details, do not worry. The system can generate an automatic e - mail to remind you of your login details.In order for the system to find your Login details, you will need to provide some information specific to your Account.
example@example.com
Request Password Recovery Email Cancel

Clicking **Request Password Recovery Email** will trigger an email from the organisation's portal, containing a password reset link.

You will also receive a confirmation that the email has been sent.



Follow the link (or copy and paste it into your browser if needed) to reach the portal's password recovery page.

East Sussex Procurement Hub	Wealden	Rother Businet Council	Hastings
This email is to inform you th attempts. To reset your pass tendhost.co.uk/esph/aspx/UI request this, but only you wi rest assured that the person Tend Homepage http://www	nat your account has been lo word and reactivate your acc lockAccount/cdb6e973- Il receive this email. If you re making the request did not g in-tend.co.uk	cked for In-Tend e-Tende ount please click on the <u>47d4edd6c7</u> ceived this email but did pain access to any of you	ring due to 3 incorrect login following link. https://in- 15 Please note: Anyone can not yourself request it, then ir information. Websites:- In-
Website <u>https://www.weak</u> selling-to-weakden-district.co e-Tendering Portal <u>https://i</u> In-Tend Support <u>support@</u> i	ien.gov.uk/transparency-sper uncil/the-east-sussex-procur n-tendhost.co.uk/esph/aspx/ n-tend.co.uk	nding-and-performance/t ement-hub/ Home	ransparency/procurement-
in-tena	1	e-Tendering Syst In-tend S	em - Correspondence upport: 0845 557 8079

IN-TEND Procurement Solutions

Da	۳Ο	10
۲a	ge	10

🕯 Home 🔺 Buyer Profiles 🔒	Tenders CRegister O Help	
	Unlock Account / Password Recovery	
	e-Mail :	
	example@example.com	
	Password :	
	•••••	
	Confirm Password :	
	••••••	
	l'm not a robot	
	Reset Password	

After completing the required details and the **I'm not a robot** check, you will receive confirmation that your portal password has been reset.

l	Jnlock Account / Password Recovery	
Y t	/our account has now been unlocked please click the home button in the menu to login.	

Page 11

Completing the linking process

Return to the Sell2SEShared Portals page.

Click **Connect with Organisation** again, enter your portal email and newly reset password, then click **Confirm Portal Credentials**.

You will be asked to confirm that you want to merge your account details. Click **Yes – Merge and update my portal details**.

	A supplier record already exists on East Sussex
	Procurement Hub Portal
	The Company Name - In-tend Ltd - is already registered.
E	To sync your Sell2 and Portal supplier record, please enter your East Sussex Procurement Hub Portal portal email address and password to verify the account.
	This is required for verification, allowing Sell2 to sync and merge your Sell2 and Portal records together.
	If you would like any assistance, please contact Sell2 Support on +44 114 407 0056 or email support@in-tend.co.uk
0	rtal Email
2>	kample@example.com
0	rtal Password
•	
r	gotten your password? Reset your portal account password here.
	Confirm Portal Credentials Cancel

A Please wait message will appear while the system links your account.

Once complete, you will see a confirmation message.



The **Connect with Organisation** and **Go To Portal** buttons will now disappear, leaving you with just one button: **Log in to supplier portal**.

Log in to supplier porta

Clicking this will open a new tab and log you directly into your portal account.

East Sussex Procurement Hub	Wealden District Council	Rother District Council	Hastings,
🖀 Home 🛔 Buyer Profiles 🔤 Messa	ges 🖹 Tenders 🖹 Contracts	몇 Orders 🚯 Company Detail:	s 😧 Help 🕞 Logout
Welcome to the secure Wat do la next! • To see a list of all tenders you are able to view any documents you • To express interest in a tender of you will have access to a list of the interest via the Express Interest • To view the history of your correct • To send correspondence click the IN-Tende - Tendering procurement polici • For further information on In-Ten- following link.	area of the web site	s. This is where you will be cyour progress on the tender top of the page. From here rom here you can express ondence. tiatives please click on the	<text><text><text><text><text></text></text></text></text></text>
	Terms of Liss	and Legal	

Next steps

You can now access all portals you have registered with or linked to Sell2SEShared, and continue using them as before.

If you have any questions or require further information, please don't hesitate to get in touch with the In-tend Support Team:

+44 (0)114 407 0065 support@in-tend.co.uk