

### **Instructions for PQQ Registration**

Should you wish to express an interest in this project then you should click on the hyperlink as follows:- <https://in-tendhost.co.uk/birminghamairport.aspx/Home> and follow the below process:

1. Click on the hyperlink in the OJEU notice.
2. If you are not registered with In-Tend through Birmingham Airport. You will be required to complete all of the fields in yellow.
3. Once this has been done then click on the 'register my company' tab. Your company is now registered on Intend.
4. Click 'Home' tab.
5. Login to the system by entering your e-mail address and password.
6. Highlight 'tender' tab
7. Click on 'current' tab
8. Find the relevant PQQ that you are interested in accessing
9. Click 'view details' tab
10. Click on 'PQQ' tab
11. Click on 'download' tab
12. You will need to complete the questionnaire off-line.
13. In order to submit your PQQ response (questionnaire plus supporting information) you will need to login to the system again (step 5) and follow the process as above through to step 10.
14. In order to submit your PQQ response click on 'attach document' tab.
15. Once you are content that all of your documents have been attached click on the red 'submit return' tab