

### System Access

#### Platform URL:

<https://ministryofjusticecommercial.bravosolution.co.uk>

**Forgotten Username or Password:** Use the 'I cannot access my account' link on the platform homepage

### Getting Help

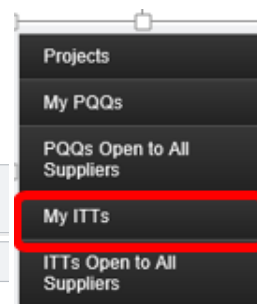
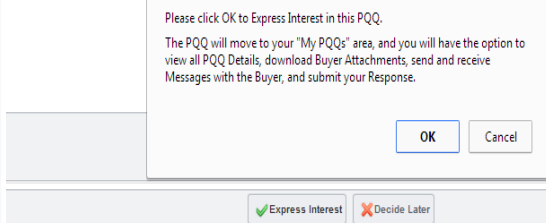
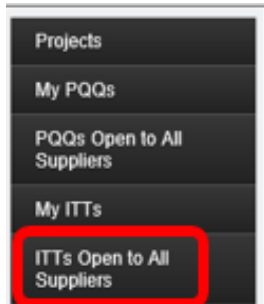
#### Ministry of Justice Central Support Team

Email: [esourcing@justice.gsi.gov.uk](mailto:esourcing@justice.gsi.gov.uk)

Phone: 0845 0100 132

## Events Open to All Suppliers

You have the option to view "PPQs open to all suppliers" or "ITTs open to all suppliers". From either of these lists you can express interest by opening and clicking "Express interest".



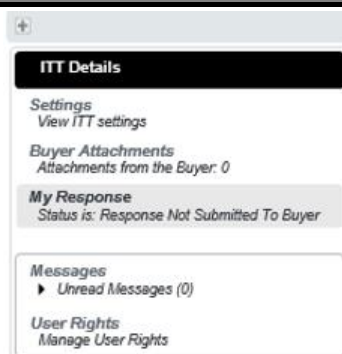
Having expressed an interest in the event you will receive an email notification and the PQQ/ITT will move to "My PQQs" or "My ITTs" area.

## Events that are by Invitation Only

If you have been directly invited to a tender this will appear under "MY PQQs" or my "ITTs".

Locations	Filter By: All ITTs				
My ITTs My ITTs	Search/Filter	Export List to Excel	Help for Suppliers c?		
ITTs Open to All Suppliers ITTs Open to All Suppliers	ITT Code	ITT Title	Project Code:	Buyer Organisation	ITT Status
	1 ITT_72	Test	prj_73	Ministry of Justice	Running
					Response Status
					Response Not Submitted To Buyer

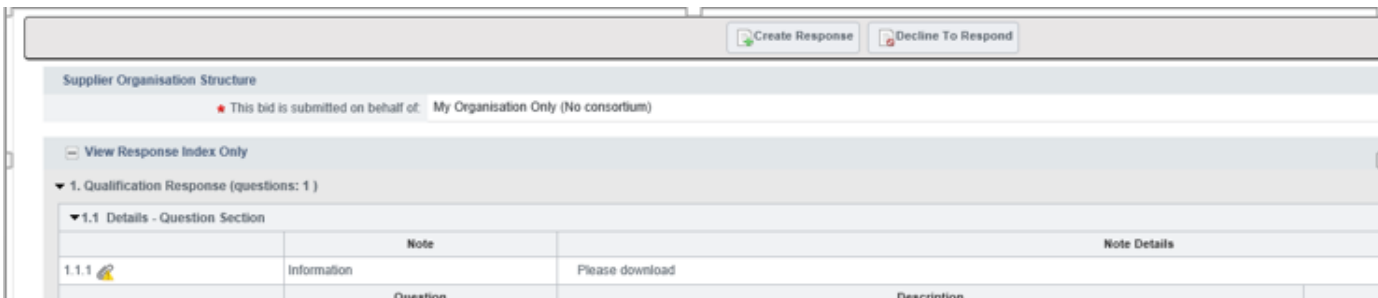
## Responding to Tenders



Once you have expressed an interest or been invited to a tender, you can open the PQQ/ITT to view the structure, deadlines, messages and to download any attachments. Each of these options can be reached on the left side menu. It is important that you read and understand all the instructions sent by the buyer.

To create a response click on the "My Response" area and click "Create Response". You can also decline to respond.

For most questions you have the option to work on your response online or offline. Working offline allows you to continue working without an internet connection. You can then import your work back into the system.



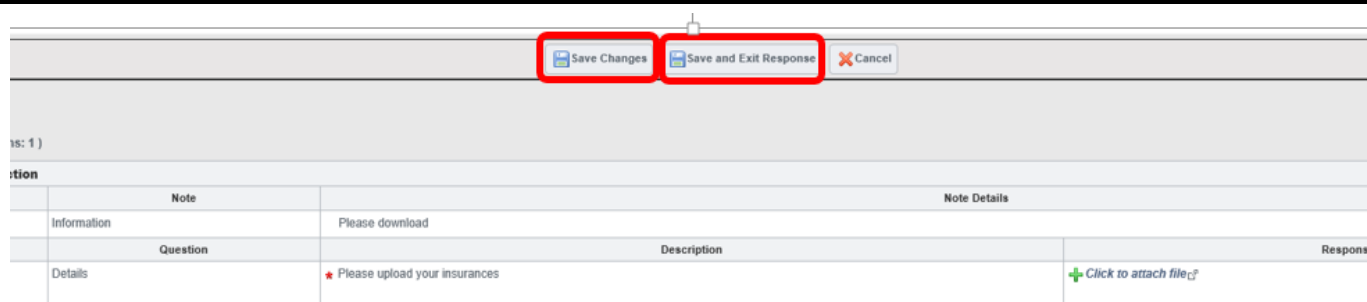
### Creating a Response Online

If you are creating online, you will be presented with a number of questions. Work through the questions/sections. Ensure you save your changes. Once you have completed the response click **"Save and Exit Response"**

Mandatory fields are marked with a red asterisk \*.

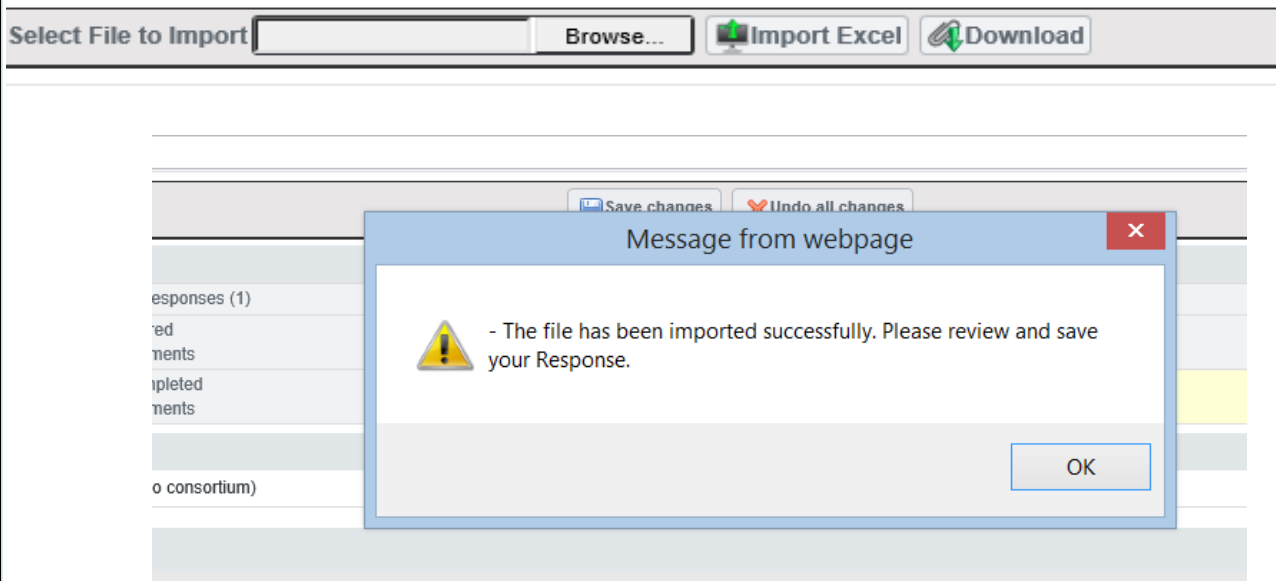
Remember to download any attachments

When you are ready to submit the response to the buyer click **"Submit Response"** you must confirm this by clicking **"Ok"** on the pop up. Upon successful submission, "My Response" status will change to "Response submitted to buyer".



### Creating a Response Offline

Click on **"Export/Import response"** then download the questionnaire by clicking **"Download"**. Once you have completed your response within the downloaded spreadsheet, save it to your computer. To import click **"Choose File"**, locate your saved response, then click **"Import Excel"**. You will then receive a pop up confirmation.



Once you have successfully submitted you will receive an email confirmation

Dear Supplier,

This email confirms that you have submitted a response to the following eTendering Event.

PLEASE NOTE: If your response was submitted after the closing date and time it may be rejected by the Buyer.

Event Type: ITT - Invitation to Tender  
Code: ITT\_72  
Title: Test  
Date of response: 30/11/2015 17:02:48 (GMT + 0:00).

To view the details of the eTendering Event and review your response:

- Connect to <https://ministryofjusticecommercial.bravosolution.co.uk>
- Enter your Username and Password
- Browse to the Projects module.
- Click on ITT - Invitation to Tenders
- Click ITT - Invitation to Tender Code ITT\_72 to view details of the eTendering Event.

To change and resubmit your response to the Event:

- Click on Edit Response.
- Edit your Response as required.
- Click on Save and then Confirm to resubmit your Response.